

DVR Statewide Service Fee Structure
Effective February 17, 2017- June 30, 2017
 (Updated February 2017)

All services listed below require prior written authorization by the Division of Vocational Rehabilitation (DVR) before services can be rendered and payment can be made.

If the service provider has a waiting list of more than 30 days, the option to select an alternate service provider will be made to the consumer. Wait lists in excess of 30 days are not acceptable and subject the provider to cancellation of the service agreement. Written authorization for services will be issued to the service provider with the expectation that the provider can serve the consumer and comply with the timeframes indicated in the fee schedule. DVR will track the timeframes for services to completion for each provider.

All services must comply with the [technical specifications](#) outlined for each service or payment will not be made. A revised report must be submitted to DVR in 10 business days if returned for non-compliance. No additional fees will be paid for requested meetings.

Please read and refer to the [technical specifications](#) before authorizing a service or accepting authorization of a service.

Highlighted areas represent a language or fee change from previously published fee schedules.

- [Customized Employment Fees](#)
- [Individual Placement and Support \(IPS\)](#)
- [Internship/Temporary Work Fee](#)
- [Job Preparation and Development including Talent Acquisition Portal \(TAP\), Job Development Hire and Job Retention Fees](#)
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- [Supported Employment Fees](#)
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- [Work Incentive Benefits Analysis Fees](#)
- [Reimbursement for Service Provider Mileage](#)
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Customized Employment Fees

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| \$950 | Discovery and Discovery Profile Report: Payable upon completion of acceptable service, meeting and plan/report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service not to exceed 60 days from issue of service authorization. (Code 073) |
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| \$400 | Visual Resume (Optional): Payable upon completion of acceptable service, meeting and plan/report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service not to exceed 30 days from issue of service authorization. (Code 048) |
| Up to \$2,100 | Customized Employment Job Development and Reports: Payable upon completion of acceptable service, timely monthly progress reports, 60-day plan review/update meetings and hire report to DVR within 5 business days of the conclusion of the previous month of service and within 5 days of hire. Initiation of ongoing service not to exceed 30 days from issue of service authorization. Preferred Placement/Hire Outcome Payment: \$2,100 preferred outcome payment. * Must have: 35+ hours per week and health insurance benefits or 35+ hours per week and \$12.00 hour. \$1,900 preferred outcome payment. * Must have 20+ hours per week and health insurance benefits or 20+ hours per week and \$9.00 hour. \$1,500 payment all other. Note: Hire offer for less than 15 hrs. Per week will need DVR approval in advance. (Code 048) |
| \$150 | Customized Employment Systematic Instruction Job and Task Analysis Report: Payable upon delivery of acceptable service and timely report to DVR within 5 business days of the conclusion of the analysis. Completion of service and report not to exceed 30 days from issue of service authorization. (Code 074) |
| \$800 / month | Customized Employment Systematic Instruction Monthly Skill Instruction Reports: Monthly rate payable if the consumer is employed during the month, upon completion of acceptable service, and timely monthly progress reports to DVR within 5 business days of the conclusion of the previous month of service. Initiation of the service not to exceed 30 days from issue of service authorization. Note: The maximum ongoing support DVR can pay for is 24 months for anyone age 25 or above and 48 months for individuals under age 25, although this is rarely needed. Additional months may be authorized based on individual consumer need to establish job stability and reduction of paid supports. If a consumer does not have an identified source of long term supports, monthly supports and continued reporting will be required until the consumer is transitioned to natural supports or as directed by DVR. (Code 074) |
| \$1,200 | Customized Employment Meeting, Transition to Long Term Support and Report: Paid only if transition occurs within initial 6 months of support. This service cannot occur until after the consumer has been employed for a minimum of 90 days. Payable at the time of successful transition. DVR will keep case open an additional 90 days for purposes of follow along and supported employment policy. The final retention report is to be completed at the point of transition and payment can be processed upon receipt of an acceptable report (Code 074) |

Individual Placement and Support (IPS)

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| \$950 | Individual Placement and Support Career Profile and Report: Payable upon completion of acceptable service, and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service not to exceed 60 days from issue of service authorization. (Code 078) |
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| \$500 | <p>Individual Placement and Support-Job Development Plan Payable upon completion of acceptable service, and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service not to exceed 30 days from issue of service authorization. (Code 049)</p> |
| Up to \$2,100 | <p>Individual Placement and Support Job Development Reports: Payable upon completion of acceptable service, timely monthly progress reports, 60 day plan review/update meetings and hire report to DVR within 5 business days of the conclusion of the previous month of service and within 5 days of hire. Initiation of ongoing service not to exceed 30 days from issue of service authorization.</p> <p>Preferred Placement/Hire Outcome Payment:</p> <p>\$2,100 preferred outcome payment.</p> <ul style="list-style-type: none"> • Must have: 35+ hours per week and health insurance benefits or 35+ hours per week and \$12.00 hour. <p>\$1,900 preferred outcome payment.</p> <ul style="list-style-type: none"> • Must have 20+ hours per week and health insurance benefits or 20+ hours per week and \$9.00 hour. <p>\$1,500 payment all other.</p> <p>Note: Hire offer for less than 15 hrs. per week will need DVR approval in advance. (Code 049)</p> |
| \$800 / month | <p>Individual Placement and Support Ongoing Support, Monthly and Job End Reports: Monthly rate payable if the consumer is employed during the month, upon completion of acceptable service, and timely monthly progress reports to DVR within 5 business days of the conclusion of the previous month of service. Initiation of the service not to exceed 30 days from issue of service authorization.</p> <p>Note: The maximum ongoing support DVR can pay for is 24 months for anyone age 25 or above and 48 months for individuals under age 25, although this is rarely needed. Additional months may be authorized based on individual consumer need to establish job stability and reduction of paid supports. If a consumer does not have an identified source of long term supports, monthly supports and continued reporting will be required until the consumer is transitioned to natural supports or as directed by DVR. (Code 079)</p> |
| \$1,200 | <p>Individual Placement and Support Transition to Long Term Support Report: Paid only if transition occurs within initial 6 months of support. This service cannot occur until after the consumer has been employed for a minimum of 90 days. Payable at the time of successful transition. DVR will keep case open an additional 90 days for purposes of follow along and supported employment policy. The final retention report is to be completed at the point of transition and payment can be processed upon receipt of an acceptable report (Code 079)</p> |

Internship/Temporary Work Fee

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| \$625 | <p>Internship/Temporary Work Placement and Reports: Payable upon delivery of acceptable service and timely report(s) within 5 business days of the conclusion of the last day of the placement. Monthly reports are due to DVR within 5 business days of the conclusion of the previous month of service for the length of the placement. Fee provided includes costs: site set-up fee and ongoing worksite monitoring. Prevailing wages to the consumer are authorized separately to a contracted Employer of Record service. Initiation of ongoing service and report not to exceed 60 days from issue of service authorization. (Code 062)</p> |
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Job Preparation and Development including Talent Acquisition Portal (TAP), Job Development Hire and Job Retention Fees

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| \$500 | <p>Job Preparation and Development Plan: Payable upon completion of acceptable preparation service, meeting and signed job development plan to DVR within 5 business days of the conclusion of the last contact with the consumer. Initiation of service not to exceed 30 days from issue of service authorization. (Code 024)</p> |
| Up to \$300 | <p>Talent Acquisition Portal (TAP) Profile Creation and Reporting: Payable upon completion of acceptable preparation service, meeting and job development plan to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service not to exceed 30 days from issue of service authorization. (Code 024)</p> <p>TAP Level 1-Profile Creation for existing consumer \$100 TAP Level 2-Profile Creation for new consumer \$200 TAP Level 3-Profile Creation/resume creation for new consumer \$300</p> |
| \$1,350 | <p>Job Development Hire: Payable upon completion of acceptable service, timely monthly progress reports, 60-day plan review/update meetings and hire report to DVR within 5 business days of the conclusion of the previous month of service and within 5 days of hire. Initiation of ongoing service not to exceed 30 days from issue of service authorization. (Code 024)</p> |
| Up to \$2,100 | <p>Job Retention: Payable upon completion of acceptable service, timely monthly progress reports and final retention report to DVR within 5 business days of the conclusion of the previous month of service for progress reporting and within 5 days after a minimum of 90-calendar day's job retention or as DVR determines by individual circumstance. Initiation of ongoing service and report not to exceed 30 days from issue of service authorization.</p> <p>Preferred Placement Retention Outcome Payment:</p> <p>\$2,100 preferred outcome payment.</p> <ul style="list-style-type: none"> • Must have: 35+ hours per week and employer provided health insurance benefits <i>or</i> 35+ hours per week and \$12.00 hour. <p>\$1,500 payment all other. (Code 024)</p> |

Job Shadow

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| \$200 (Accompanied) | <p>Job Shadow Report: Payable upon delivery of an acceptable service and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and required report not to exceed 30 days from issue of service authorization. (Code 021)</p> |
| \$150 (Non-Accompanied) | |

Skills to Pay the Bills

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| \$75 / session | <p>Skills to Pay the Bills Report: Payable upon delivery of an acceptable service and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and required report not to exceed 45 days from issue of service authorization. (Code 057)</p> |
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Supported Employment Fees

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| \$950 | <p>Supported Employment Career Profile Report: Payable upon completion of acceptable service, meeting and plan/report to DVR within 5 business days of the conclusion of the last contact with the consumer. Initiation of service not to exceed 30 days from issue of service authorization. (Code 047)</p> |
| Up to \$2,100 | <p>Supported Employment Job Development and Reports: Payable upon completion of acceptable service, timely monthly progress reports, 60-day plan review/update meetings and hire report to DVR within 5 business days of the conclusion of the previous month of service and within 5 days of hire. Initiation of ongoing service not to exceed 30 days from issue of service authorization.</p> <p>Preferred Placement/Hire Outcome Payment:</p> <p>\$2,100 preferred outcome payment.</p> <ul style="list-style-type: none"> • Must have: 35+ hours per week and health insurance benefits <i>or</i> 35+ hours per week and \$12.00 hour. <p>\$1,900 preferred outcome payment.</p> <ul style="list-style-type: none"> • Must have 20+ hours per week and health insurance benefits <i>or</i> 20+ hours per week and \$9.00 hour. <p>\$1,500 payment all other.</p> <p>Note: Hire offer for less than 15 hrs. per week will need DVR approval in advance. (Code 051)</p> |
| \$150 | <p>Supported Employment Systematic Instruction Job and Task Analysis Report: Payable upon delivery of acceptable service and timely report to DVR within 5 business days of the conclusion of the analysis. Completion of service and report not to exceed 30 days from issue of service authorization. (Code 050)</p> |
| \$800 / month | <p>Supported Employment Systematic Instruction Monthly Skill Instruction Reports: Monthly rate payable if the consumer is employed during the month, upon completion of acceptable service, and timely monthly progress reports to DVR within 5 business days of the conclusion of the previous month of service. Initiation of the service not to exceed 30 days from issue of service authorization.</p> <p>Note: The maximum ongoing support DVR can pay for is 24 months for anyone age 25 or above and 48 months for individuals under age 25, although this is rarely needed. Additional months may be authorized based on individual consumer need to establish job stability and reduction of paid supports. If a consumer does not have an identified source of long term supports, monthly supports and continued reporting will be required until the consumer is transitioned to natural supports or as directed by DVR. (Code 050)</p> |
| \$1,200 | <p>Supported Employment Transition to Long Term Support and Report: Payable if transition occurs between months 3-6 of support. This service cannot occur until after the consumer has been employed for a minimum of 90 days. Payable at the time of successful transition. DVR will keep case open an additional 90 days for purposes of follow along and supported employment policy. The Transition to LTS report is to be completed at the point of transition and payment can be processed upon receipt of an acceptable report. Report must be submitted within 5 days of the conclusion of the previous month of service for progress reporting and within 5 days of transition. (Code 050)</p> |

Systematic Instruction Fee (Other Than Supported Employment)

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| \$150 | Job and Task Analysis Report: Payable upon delivery of acceptable service and timely report to DVR within 5 business days of the conclusion of the analysis. Initiation of service and report not to exceed 30 days from issue of service authorization. (Code 028) |
| \$45/hour | Skill Instruction Reports: Payable upon delivery of acceptable service and timely report(s) to DVR within 5 business days of the conclusion of the previous month of service or within 5 business days of the conclusion of the last contact with the consumer. Initiation of ongoing service and initial report not to exceed 30 days from issue of service authorization. (Code 028) |

Vocational Evaluation Fees

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| \$500 / report | Vocational Evaluation Assessment Report: Payable upon delivery of an acceptable service and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and required report not to exceed 30 days from issue of service authorization. (Code 021) |
| \$800 / report | Vocational Evaluation and Work Sample Report: Payable upon delivery of an acceptable service and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and required report not to exceed 30 days from issue of service authorization. (Code 021) |
| \$800 / report | On-The-Job Assessment, Set-up, and Monitoring Report: Payable upon delivery of an acceptable service and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and required report not to exceed 60 days from issue of service authorization. Prevailing wages to the consumer are authorized separately to an Employer of Record (Code 021) |

Walgreens Retail Employees with Disabilities Initiative (REDI) Fees

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| \$500 / report | REDI Skills Assessment Report: Initiation of the assessment will take place in a 2-3 day period and a report will be provided to DVR within 5 days of the completion of the assessment. It will contain the results of each assessment administered, recommendations for employment, and/or areas for remediation. (Code 021) |
| \$45 / hour (per extern) | REDI Job Instruction and Reports: Payable upon delivery of acceptable service and timely report(s) to DVR within 5 business days of the conclusion of the previous week of service -or- within 5 business days of the conclusion of the last contact with the consumer. Continuous and customized support on-site during a four-week REDI-Curriculum Cohort session. End of Cohort session reporting is required within 5 days of the completion date and will include reporting elements listed in the technical specifications. (Maximum number of externs per site: 3 externs) (Code 063) |

Note: REDI externs will receive a temporary work experience (TWE) wage during the 4-week training on-site at the Walgreens retail site. Externs will be paid \$9.00/hour or the prevailing wage for entry-level sales associate position.

***Any statewide service provider is eligible to receive typical payments for job placement, hire, and retention. Refer to specific statewide service(s) for those rates.

Work Incentive Benefits Analysis Fees

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| \$300 | Benefit Consultation Period Report: Payable upon completion of acceptable service, meeting and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of the service and report not to exceed 90 days from issue of service authorization. (Code 022) |
| \$900 | Work Incentive Benefits Analysis Meeting Report: Payable upon completion of acceptable service, meeting and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service not to exceed 45 days from issue of service authorization. (Code 022) |
| \$100 | Work Incentive Benefits Analysis Meeting Update Report: Payable upon completion of acceptable service, meeting and plan/report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and report not to exceed 45 days from issue of service authorization. (Code 022) |
| \$700 | Work Incentive Benefits Plan and Meeting Report: Payable upon completion of acceptable service and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and report not to exceed 45 days from issue of service authorization. (Code 022) |
| \$600 | Plan to Achieve Self Support (PASS) Report: Payable upon completion of acceptable service and report to DVR within 5 business days of the conclusion of the last contact with the consumer. Completion of service and report not to exceed 30 days from issue of service authorization. (Code 022) |

Reimbursement for Service Provider Mileage

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| 75 cents / mile | Vendor can charge 75 cents/mile for actual miles driven over 100 miles round trip travel to and from the closest site where the services can be provided. Mileage up to 100 miles is included in base fee rate. The 75 cents/mile charge begins with mile 101. Service vendor must submit a travel log detailing mileage. Payment will be made at the time the consumer has received the services. Previous approval from DVR WDA Director for reimbursement request required prior to travel. (Code based on service provided.) |
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Additional Services in a WDA

Other services not on the statewide service fee schedule may have rates, procedures and technical specifications developed at the discretion of the WDA Director. These services may include, but are not limited to Informational Interviews, On-the-Job Training, Mentorship, etc. Guidance for other services provided in a WDA is included in statewide issued guidance pieces.

Other related services may need to be separately negotiated based on the needs of the consumer. The services detailed here are intended to provide a framework for commonly used and widely available services. If the descriptions do not meet the needs of the individual consumer, please consult with the DVR consumer, the DVR counselor, the DVR supervisor and/or the service provider to determine the best course of action.