# Pre-ETS Authorizing, Reporting,

# and Invoicing Guide

This guide is for Community Partners- entities that have a contract with the Minnesota Department of Employment and Economic Development (DEED)-Vocational Rehabilitation Services (VRS)- and VRS staff to understand how Pre-Employment Transition Services (Pre-ETS) can be authorized, reported, and invoiced.

If Community Partners or VRS staff have questions related to Pre-ETS authorizing, reporting, and invoicing consult with [VRS Community Partnerships staff](https://mn.gov/deed/job-seekers/disabilities/partners/contacts/). Consult with a [VRS Placement Specialist](https://mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/services/pba/) (click on the “Contacts” tab) for questions related to Pre-ETS work experiences or internships.

## Pre-ETS P/T Contract Definitions

The [Pre-Employment Transition Services P/T Contract Definitions](https://mn.gov/deed/assets/pre-ets-services_tcm1045-379874.pdf) lists all of the Pre-ETS service “types” and “titles”. Authorizations will list both types and titles. Professional and Technical (P/T) contracts only list the titles.

A “type” is the broad service category. A “title” is a specific service that can be provided within the type. Four Pre-ETS types only have one title (Job Exploration Counseling, Postsecondary Education Counseling, Workplace Readiness Training, Instruction in Self-Advocacy). Two types have more than one title (Work-Based Learning and Services in Support of Pre-ETS).

## Pre-ETS Rate Structure

VRS and Community Partner staff must review the Community Partner’s contract to see which Pre-ETS services can be provided and what the rates are. Individual or 1:1 Pre-ETS services provided to one or two students at a time are authorized and invoiced at the individual rate. All Pre-ETS services provided to a group (three or more students at a time) are *authorized* at the individual rate but should be *invoiced* at the group rate. (Note that some Community Partners do not have group services on their contract.)

Community Partners should indicate on reports and invoices when a service was delivered individually/1:1 or with a group and then bill accordingly.

## Pre-ETS Referrals

VRS will use the [Pre-Employment Transition Services Referral](https://mn.gov/deed/assets/pre-ets-referral_tcm1045-538961.docx) form when referring students potentially eligible or eligible for VR for any Pre-ETS service. Page 3 of the form must be completed when a student is being referred for a work experience. Additionally, Community Partners must also complete the [Placement Plan](https://mn.gov/deed/assets/vrs-placement-plan_tcm1045-346411.docx) with the student (and their parent/guardian/conservator/authorized representative as applicable) and VRS staff when a referral is for an Intermediate Work Experience.

## Understanding Authorizations

State law requires prior approval and prior “encumbrance” for any expenditure of VRS funds. That prior approval and encumbrance comes in the form of an authorization from VRS. VRS will **not** pay for any service(s) that occur prior to an authorization.

* Prior to authorizing, the number of authorized hours for Pre-ETS services must be negotiated with VRS and Community Partner staff. This negotiation must include a discussion about how much service and travel/transportation (includes travel for the partner staff and/or transporting a student) time should be included in each Pre-ETS service authorized. VRS staff must case note how much service and travel/transportation time is included.
* Just as with general VR services, Community Partners will want to monitor authorizations and communicate with VRS if additional Pre-ETS hours are needed.
* Authorizations and travel/transportation: VRS understands that accidents, road construction, and inclement weather cannot always be predicted. VRS will authorize Pre-ETS travel/transportation time based on typical travel circumstances.

## Authorization End Dates

Starting January 2025 all Pre-ETS authorizations will have monthly end dates and must be approved by RAMs prior to encumbrance. If an authorization will start on the 20th of the month or later, then the authorization can end on the last day of the upcoming month (i.e. a January 20th authorization can end on February 28th). Also note that June 30 is the end of the state fiscal year and September 30 is the end of the federal fiscal year and thus authorizations cannot go beyond those end dates.

All authorizations need to end on the date when a person will no longer meet the definition of a “student with a disability” for Pre-ETS purposes. In other words, they will either: 1) no longer be enrolled in an education program, 2) be turning age 22 outside of the academic year (students that turn age 22 during a regular academic year can continue to receive Pre-ETS through that academic year/spring semester as long as they remain enrolled in an education program), or 3) are in age 18 to 22 secondary transition programming, turn age 22 in the middle of the school year (and thus age 18-22 transition programming must end on that date), and are not enrolled in a postsecondary education program.

For students graduating high school and not enrolled in postsecondary education, the authorization end date should be the date of the commencement/graduation ceremony. For students in postsecondary education, the end date should be the last day of class for the spring term of the year they turn age 22.

Examples:

* A student’s high school graduation ceremony is scheduled for June 7. They are not enrolled in a postsecondary education program. Pre-ETS services/authorizations must end on June 7.
* A student is enrolled in 18 to 22 secondary transition programming and turns 22 on November 6. Their secondary transition programming ends on November 6 and their Pre-ETS services/authorizations must also end November 6 if they are not enrolled in a postsecondary education program.
* A student is enrolled in 18 to 22 secondary transition programming and turns 22 on November 6. They are enrolled in a postsecondary education program and thus even though their secondary transition programming ends on November 6, their Pre-ETS services/authorizations can continue through the postsecondary education program’s academic year (until the last day of class for the spring term) as long as they remain enrolled at the program during that time.
* A student enrolled in postsecondary education turns 22 on July 15. Pre-ETS services/authorizations must end on July 15.
* A student enrolled in postsecondary education turns 22 on October 15. As long as they remain enrolled in the postsecondary education program they are able to receive Pre-ETS through the full academic year, and their Pre-ETS services/authorizations must end on the last day of spring semester.

## Activities Community Partners Can Bill Pre-ETS Time For

All service time and travel/transportation time is authorized and invoiced within the Pre-ETS service(s) (not as separate line items on the authorization or invoice). These items are defined below.

* **Service Time:**
  + **Providing Pre-ETS with students:** Individually (one or two students at the individual rate), in groups (three or more students at the group rate), in-person, or virtually.
  + **First Meeting Time:** The time for the student who *receiving Introductory Career Services or ICS*, VRS and Community Partner to meet and talk about the services that will be provided. (Students *eligible for full VR* will have a Pre-ETS intake authorized instead).
  + **Site Development Time:** Calls, emails, web searches, and/or employer visits to arrange for Pre-ETS services. This can be done with or without the student present. This time is billed at the individual rate for one or two students or at the group rate for three or more students.
  + **Team Meetings:** Attending a meeting (such as an IEP meeting) with the student’s other “team” members (i.e. family, VRS, school staff, county case manager) to plan for and/or report on progress of Pre-ETS.
    - **NOTE:** Although not preferable, there may be times when a student is not present at these team meetings. Community Partners can still bill time attending these meetings, when invited by VRS.
* **Travel/Transportation Time:** Round trip time traveling from primary work location to where services to a student or group of students is provided. Can include time for a Community Partner to pick up/drop off (transport) a student potentially eligible *or* eligible for VR. Travel/transportation must be discussed and agreed upon prior to services. Agreed upon travel/transportation hours are added to the Pre-ETS service hours and not a separate line on an authorization.
  + **NOTE:** Community Partners **can** bill for travel/transportation time even when a student doesn’t show up for their appointment. However, VRS asks Community Partners to remind students of appointments that are scheduled and to communicate no-shows to VRS staff.

### Community Partners CANNOT Invoice For:

* With the exception of Site Development and Travel/Transportation time, any time when the student is not present. This includes:
  + Time spent case noting, writing reports, preparing invoices, or no-show fees.
  + Phone calls and emails.
  + Community Partner preparation time (without the student present): Preparing/revising lesson plans or materials to be used for an individual or group session; creating and editing resumes, cover letters, and other related documents; communications/attempted communications with students and other team members to schedule or confirm meetings.

## Authorizing Guidance for Pre-ETS Internships and Pre-ETS Work Experiences

### Pre-ETS Internship-Services Definition

Develop and/or provide follow-up for a time-limited professional learning opportunity that allows a student to gain relevant skills and experience in a particular career field that aligns with their job goal. Only the student and the employer evaluate how the internship went.

Best practice is for a student to be paid while participating in an internship. However, exceptions can be made to allow an unpaid internship. If the person is outside of a postsecondary program, staff must consult with their manager and a [VRS Placement Specialist.](https://mn365.sharepoint.com/sites/DEED-VRS/SitePages/Placement.aspx) If the unpaid internship is part of a postsecondary program, the manager / Placement Specialist consult is not needed.

There are 2 ways Community Partners can support internships:

1. Follow-up for an internship that has already been developed: **20 hours** (which includes a first meeting for potentially eligible students, service time, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor.
2. Site development and follow-up for an internship: **30 hours** (which includes a first meeting for potentially eligible students, service time, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor.

### Pre-ETS Internship-Wages Definition

The Community Partner pays the student a prevailing internship wage or minimum wage, whichever is higher, for an internship. A prevailing wage is the average wage paid to interns in a specific position in the area of intended employment. Staff can consult with a VRS Placement Coordinator/Specialist, as needed, when there are questions.

Total cost reimbursement to a Community Partner equals 1.6 times the student’s hourly wage multiplied by the total hours worked. Cost reimbursement includes administrative expenses. For example, if the student’s wage is $16 per hour, VRS reimburses the community partner $25.60 per hour ($16 x 1.6 = $25.60).

VRS staff must consult with and receive supervisory approval prior to authorizing for Internship- Wages at or above $20.00 per hour.

VRS Staff should not authorize for Internship - Wages until the internship site has been secured and the prevailing wage determined.

**Students who receive internship-wages should be paid as an employee of the Community Partner agency, *not* as an “independent contractor” (a.k.a. 1099 contractor).**

#### Earned Sick and Safe Time

Starting January 1, 2024, all Minnesota employers must provide 1 hour of sick and safe time for every 30 hours a person works. This includes those who receive wages from Community Partners for an internship.

Community Partners are reimbursed for the costs of ESST time through the 60% administrative costs added to all student wages.

### Pre-ETS Work Experience-Services Definition

Facilitate a work experience intended for the student to explore careers, understand the nature of work, and/or build foundational work skills. **Work experiences must be paid.** Only the student and employer evaluate how the work experience went.

There are two types of work experience that VRS supports:

1. Short-term work experience: A time-limited opportunity where wages are paid by a Community Partner. The duration of a short-term work experience must be individualized and should be based on the needs of the student and what VRS staff, the employer and other student support team members, as applicable, agree is appropriate. These are meant for a student to try out work, try out a certain type of work, or build certain work-related skills in order to prepare them for an intermediate work experience or “final job” (a “final job” is competitive integrated employment (CIE) the person intends to keep for a successful VRS case closure).
2. Intermediate work experience: A competitive integrated employment (CIE) work experience where an employer pays the wages. It is called “intermediate work experience” because it is not a “final job” intended as a successful case closure. When students need assistance with a “final job” (typically in their last few months of school) VRS should authorize for a PBA.

There are three ways that Community Partners can support Pre-ETS work experiences:

1. Follow-up for a work experience that has already been developed. VRS staff can authorize up to **20 hours** for this service (which includes a first meeting for potentially eligible students, service, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor prior to authorizing.
2. Site development and follow-up for a Short-Term Work Experience. VRS staff can authorize up to **30 hours** for this service (which includes a first meeting for potentially eligible students, service, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor prior to authorizing.
3. Site development and follow-up for an Intermediate Work Experience which is a competitive integrated work opportunity where a student is hired by an employer as a regular employee. VRS staff can authorize up to **40 hours** for this service (which includes a first meeting for potentially eligible students, service, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor prior to authorizing.

### Pre-ETS Work Experience-Wages Definition

The Community Partner pays the student a prevailing wage or minimum wage, whichever is higher, for a Short-Term Work Experience. A prevailing wage is the average wage paid to similarly employed workers in a specific position in the area of intended employment. Staff can refer to the [salary survey tool](https://mn.gov/deed/data/data-tools/oes/) or consult with a VRS Placement Coordinator/Specialist, as needed, when there are questions.

Total cost reimbursement to a Community Partner equals 1.6 times the student’s hourly wage multiplied by the total hours worked. Cost reimbursement includes administrative expenses. For example, if the student’s wage is $16 per hour, VRS reimburses the community partner $25.60 per hour ($16 x 1.6 = $25.60).

VRS staff must consult with and receive supervisory approval prior to authorizing for Work Experience- Wages at or above $20.00 per hour.

VRS Staff should not authorize for Work Experience-Wages until the work experience site has been secured and the prevailing wage determined.

**Students who receive work experience-wages should be paid as an employee of the Community Partner agency, *not* as an “independent contractor” (a.k.a. 1099 contractor).**

#### Earned Sick and Safe Time

Starting January 1, 2024, all Minnesota employers must provide 1 hour of sick and safe time for every 30 hours a person works. This includes those who receive wages from Community Partners for a Short-Term Work Experience.

### Community Partners are reimbursed for the costs of ESST time through the 60% administrative costs added to all student wages. Pre-ETS Work Experience Desk Aid

The Pre-ETS Work Experience Authorizing Process desk aid is a handy reference:

* [Pre-ETS Work Experience Authorizing Process- flow chart version](https://mn.gov/deed/assets/authorizing-flow-chart_tcm1045-445829.docx)
* [Pre-ETS Work Experience Authorizing Process- accessible version](https://mn.gov/deed/assets/authorizing-table_tcm1045-445828.docx" \o "Pre-ETS Work Experience Authorizing Process- accessible version)

### Follow-Up for Pre-ETS Work Experiences

Once a work experience site has been secured, follow up is provided to identify and implement any supports that are needed. Accommodation needs and disability disclosure should be discussed, if necessary. In addition, placement professionals should:

* Follow up through the completion of the work experience;
* Maintain weekly communication with the student;
* Conduct regular check ins with the employer at the work experience site, as appropriate;
* Provide updates to VRS if there are significant changes to work experience services or supports needed;
* Meet with the student and VRS staff once the work experience is completed, to discuss next steps, if appropriate; and
* Submit monthly work experience follow-up reports and invoices, summarizing the student’s progress.
  + VRS has an *optional* [Pre-ETS Work Experience Follow-up Report to VRS](https://mn.gov/deed/assets/pre-ets-work-based-learning_tcm1045-384507.docx) that Community Partners can use. As a reminder, for Pre-ETS work experiences, only the student and employer can evaluate how the experience went.

### Work-Based Learning Coaching

Pre-ETS Work Experience-Services do not encompass work-based learning coaching. If work-based learning coaching is necessary **for a student who is eligible for VR services**, it should be authorized separately by the counselor. VRS cannot fund work-based learning coaching for students potentially eligible for VR.

The work-based learning (WBL) coach provides support, training and consultation to the student and the business to facilitate a successful work experience. WBL coaching services may be provided to any student eligible for the full VR program needing more intensive services than the follow up services provided by the placement professional during Pre-ETS work experience follow up services. WBL coaching can be performed on or off the job site.

Prior to authorizing for WBL coaching services, there should be a collaborative discussion to assess and determine the student’s WBL coaching needs. This discussion should include VRS staff, the Community Partner, the employer (if applicable), and input from the student.

Coaching services for VR eligible students participating in Pre-ETS work experiences can be authorized as a service in support of Pre-ETS using the Pre-ETS budget with type: Pre-ETS Services in Support of Pre-ETS and title: Work-Based Learning Coaching for Pre-ETS.

Supervisory consultation and approval are required to authorize WBL coaching services beyond 60 hours. This consultation and approval must be documented by the supervisor in Workforce One case notes.

The WBL coach must provide weekly updates to the VRS counselor and submit a monthly report to the VRS counselor while WBL coaching services are being provided. The [Coaching Report](https://mn.gov/deed/assets/job-coaching-report_tcm1045-346415.docx) is an optional template Community Partners can use for their monthly reports.

Examples of Work-Based Learning Coaching Techniques:

* Work experience site skills training and assistance to perform work duties including utilizing appropriate instructional strategies to teach work tasks
* Assistance with destination training and transportation coordination
* Training and assistance with work experience adjustment and interpersonal skills
* Training in employment practices, business policies and the work culture (breaks, check-ins, absences from work)
* Navigating changes in the work experience environment impacting potential for retention
* Identify and integrate natural supports, including modeling ways of supporting the student
* Reducing training and support as the student becomes more independent

## Estimating all Pre-ETS Time for the Purposes of an Authorization

* Less than full hours are authorized and billed by the quarter hour.
* VRS will work with Community Partners to estimate the number of hours reasonable and necessary to complete the services requested. It is a team decision. VRS staff will want to authorize enough hours to be sure that the time will be covered but should not authorize extreme amounts.
* VRS staff must case note the name of the Community Partner staff and the number of hours included in each authorization for service and travel/transportation time. If these hours need to change, the Community Partner should communicate that with the VRS staff and then another case note should be entered indicating that change.
* VRS and Community Partners should estimate the travel/transportation time for the authorization together by using an online mapping service such as Google Maps to determine the most direct and efficient route and the expected travel/transportation time given anticipating delays such as weather and rush hour traffic.
* The starting location for an authorization for travel/transportation should be the Community Partner staff’s primary work location.
* If the staff’s primary work location is not the Community Partner site, then the Community Partner staff may provide an alternate primary work location such as the staff’s residence to serve as the starting location but only when this is the most direct, efficient, and shortest route.
* If a Community Partner staff chooses the staff’s residence as the starting location, the Community Partner must provide the address. If an address is not provided, the zip code of the staff’s residence must be provided to VRS at a minimum.

### Authorizing Example

Pathways is a Community Partner that will be assisting a student named Tamira with looking for an Intermediate Work Experience where an employer will be paying the student’s wages. Pathways and VRS decided that VRS will authorize for 20 hours of Pre-ETS Work-Based Learning/Work Experience-Services for the first authorization. This authorization includes 15 hours for service time (which includes a first meeting for a potentially eligible student, time providing the service to the student, site development time, and team meetings) and 5 hours for travel/transportation time.

* **The authorization reads as follows:** Pre-ETS Work-Based Learning/Work Experience-Services, 20 hours.
* **The VRS case note reads as follows:** After Tamira’s first meeting today, Jonquil (Community Partner staff) and I agreed that the authorization will have a total of 20 hours Pre-ETS Work-Based Learning/Work Experience-Services. This includes 15 hours service time and 5 hours travel/transportation time.

## Invoices and Reports

* Invoices and reports should be sent at the same time.
* The dates on the invoice and report should match. These dates must also be within the dates on the authorization, and an invoice should only be for one authorization (i.e. in cases where you are invoicing off of multiple authorizations, there should then be multiple invoices that match those authorizations).
* The dates on the invoice can be a range of dates (with the first date reflecting the first date that services were actually provided and the last date reflecting the last date that services were actually provided).
* Invoices and reports should also indicate if the service was provided to an individual/1:1 or to a group (3 or more students).
* The invoice and report should be emailed to the email address printed on the specific authorization. The email address will be for the appropriate VR office.
* Sample Pre-ETS reports and invoices can be found within the “Resources” tab on the DEED-VRS [Pre-ETS Resources for P/T Contracted Providers](https://mn.gov/deed/job-seekers/disabilities/youth/pre-ets/contractor/) webpage.

### Invoices

An invoice submitted to VRS must include the following:

* Dates of Service
* Unique invoice number
* Authorization number
* Type of service, number of units, cost per unit
* Remit to Address

When invoicing for Work Experience-Wages, be sure to submit the student’s timecard or a list of all dates and times that they worked.

An invoice must be submitted within 90 days from the end date of the authorization. Failure to submit an invoice within 90 days from the end of the authorization will be considered a material breach of contract and will result in non-payment for that service.

Invoices cannot contain handwritten information.

In order for VRS to process the invoice there must be an accompanying report.

The [Pre-ETS Invoice Template](https://mn.gov/deed/assets/pre-ets-invoice-template_tcm1045-445834.docx) has all the required items and gives an example of what a Pre-ETS invoice could look like.

### Reports

A report submitted to VRS must include the following:

* A description of the services provided with sufficient detail to give VRS staff a good picture of what took place.
* The actual date(s) that services were provided.
* The number of hours provided for each date.
* If there are group services, indicate the number of students in the group on each date of service.
* If services are not complete, a partial report can be submitted for the service(s) provided to date.
* Which Pre-ETS service category the time is being billed under and how much of the time was billed to service and/or travel/transportation time. There should be a detailed description of what took place within each of those 2 areas.
* For travel/transportation, the report must also indicate the starting location, destination, and ending location.
  + If a Community Partner provided transportation for more than one student, the report should note how many other students were picked up and the zip code they were picked up in. Do not list other student names in the report.

### Invoice and Report Checklist for Community Partners and VRS

The [VRS Invoice and Report Checklist](https://mn.gov/deed/assets/invoice-report-checklist_tcm1045-445830.docx) is a desk aid to help ensure that all required items are in place with invoices and reports so that payment can be made. This does not need to be submitted with invoices.

## Additional Guidance Related to Pre-ETS and Travel/Transportation

The [Transportation Desk Aid](https://mn.gov/deed/assets/transportation-desk-aid_tcm1045-538246.docx) is a reference for VRS and Community Partner staff for how travel/transportation should be authorized and billed within General VR and Pre-ETS services.

### Travel/Transportation and Individual (1:1) Service Examples

#### One Service on the Authorization:

* A student needs 2 hours of Job Exploration Counseling.
* Providing those services will require 2 hours of travel/transportation for the provider.
* The authorization will read: Job Exploration Counseling at 4 hours.
* The VRS staff case note will indicate: Job Exploration Counseling includes 2 hours service time and 2 hours travel/transportation time.

#### More than One Service on the Authorization:

* A student needs 1 hour Job Exploration Counseling and 1 hour Workplace Readiness Training.
* Providing those services will require 2 hours of total round-trip travel/transportation time for the provider staff to get to and from the meetings.
* The Pre-ETS Job Exploration Counseling and Workplace Readiness Training hourly individual rates on the Community Partner’s contract is $95/hour.
* The authorization will have two lines as follows:
  + Job Exploration Counseling at $95/hour x 2 hours= $190.
  + Workplace Readiness Training at $95/hour x 2 hours= $190.
* The VRS staff case note will indicate: Job Exploration Counseling includes 1 hour service time and 1 hour travel/transportation time. Workplace Readiness Training includes 1 hour service time and 1 hour travel/transportation time.

### Travel/Transportation and Pre-ETS Group Services

Travel/transportation time should be added for individuals receiving Pre-ETS individual and group services, as needed. Community Partners will be paid a maximum of their hourly Pre-ETS individual rate for Pre-ETS travel/transportation regardless of how many students they are traveling to serve. VRS should authorize for applicable travel/transportation time for each individual in the group at the individual rate. After service completion, the provider should add up the total amount of travel/transportation time, multiply that by the hourly Pre-ETS rate and then divide that total amount by the number of students who were supposed to participate in (i.e. had an authorization for) the group service to come up with the amount for each student’s invoice.

**Note:** As a reminder, Community Partners can invoice for travel/transportation time even when a student doesn’t show up for their appointment. Thus, to make it simpler to invoice for travel/transportation time for a series of group services, the Community Partner can bill each student who was supposed to participate in the group service (i.e. had an authorization for the group service) regardless of whether they were there/participated each day.

Example 1:

* A Community Partner in Bemidji is conducting a Pre-ETS Job Exploration Counseling group class 1 hour away in a small town. This comes to 2 hours of travel/transportation time round-trip.
* The Community Partner staff does not transport any of the students to the class.
* It is a 2-hour Job Exploration Counseling group Pre-ETS class with 5 students.
* The Pre-ETS Job Exploration Counseling hourly individual rate on the Community Partner’s contract is $100/hour. The group rate is $45/hour.
* The individual authorizations for each of the 5 students should look like this:
  + Job Exploration Counseling at $100/hour for 4 hours= $400 total amount authorized/student.
* The VRS staff case note will indicate: Job Exploration Counseling includes 2 hours service time and 2 hours travel/transportation time.
* The individual invoices for each of the 5 students should look like this:
  + 2 hours of Job Exploration Counseling service time at the **group rate** of $45/hour= $90/student.
  + 2 hours of Job Exploration Counseling travel/transportation time at the **individual rate** of $100/hour= $200, divided by 5 students= $40/student.
  + Total amount invoiced/student: $130 for Job Exploration Counseling.

Example 2:

* A Community Partner in Moorhead is conducting a workplace tour under Pre-ETS Work-Based Learning/Introductory Work Activities in Moorhead.
* It is a 2-hour Introductory Work Activities group workplace tour.
* 3 students who live in surrounding small towns will be participating in the tour.
* The Community Partner staff needs to transport the students from their homes to the tour.
* The Community Partner staff picks up the 3 students in one trip and drops off the 3 students on the return trip. The trip takes 45 minutes one way, 1.5 hours round trip.
* The Pre-ETS Introductory Work Activities hourly individual rate on the Community Partner’s contract is $85/hour. The group rate is $40/hour.
* The individual authorizations for each of the 3 students should look like this:
  + Introductory Work Activities at $85/hour x 3.5 hours= $297.50.
* The VRS staff case note will indicate: Introductory Work Activities includes 2 hours service time and 1.5 hours travel/transportation time.
* The individual invoices for each of the 3 students should look like this:
  + 2 hours of Introductory Work Activities service time at the **group rate** of $40/hour= $80/student.
  + 1.5 hours of Introductory Work Activities travel time at the **individual rate** of $85/hour= $127.50, divided by 3 students= $42.50/student.
  + Total amount invoiced/student: $122.50 for Introductory Work Activities.

## Monitoring Authorizations

It is the responsibility of both VRS and Community Partner staff to keep track of authorizations.

* VRS staff: Should be prepared to review authorizations as each quarterly end date nears to see which are ending and communicate with Community Partners about creating new authorizations, as needed, for the next 1-2 quarters.
* Community Partner staff must:
  + Communicate with VRS if the service or travel/transportation time within an authorization will need to change (VRS staff must approve that change and case note it).
  + Communicate with VRS if their hours are almost used up and they need more time. VRS cannot pay for time that was not prior-authorized.
  + Monitor the quarterly end dates and be sure that new authorizations are put in place for the next 1-2 quarters, as needed.

## Examples of Authorizing, Reporting and Invoicing for Pre-ETS

### Example 1: Wally World (2 Pre-ETS Services)

* **VRS Staff Case Note:** After referring Wally for Pre-ETS services with Pathway to Success today, Jonquil (Pathway to Success staff) and I agreed that the authorization will have a total of 8 hours Pre-ETS Job Exploration Counseling (to include 5 hours service time and 3 hours travel/transportation time) and 8 hours Pre-ETS Postsecondary Education Counseling (to include 5 hours service time and 3 hours travel time).
* **Authorization:** [Wally World authorization](https://mn.gov/deed/assets/wally-world-authorization-acc_tcm1045-480137.pdf) (Note: only the Pre-ETS total service time is indicated)
* **Report:** [Wally World report](https://mn.gov/deed/assets/pre-ets-sample-report-wally-acc_tcm1045-424484.docx) (Note: The Pre-ETS services (including detail on what occurred during that time) and travel/transportation time (including the address of the start and destination points) for each date of service is indicated).
* **Invoice:** [Wally World invoice](https://mn.gov/deed/assets/pre-ets-sample-invoice-wally-acc_tcm1045-424485.docx) (Note: Only the total number of hours billed for each Pre-ETS service title is indicated)

### Example 2: Amaya Jackson (Intermediate Work Experience)

* **VRS Staff Case Note:** After referring Amaya to Pathway to Success today, Walter (Pathway to Success staff) and I agreed that the authorization will have a total of 25 hours Pre-ETS Work-Based Learning/Work Experience-Services (to include 15 hours service time and 10 hours travel/transportation time).
* **Authorization:** [Amaya Jackson Authorization](https://mn.gov/deed/assets/amaya-jackson-authorization_tcm1045-538243.pdf) (Note: only the Pre-ETS total service time is indicated)
* **Report:** [Amaya Jackson Report](https://mn.gov/deed/assets/pre-ets-sample-work-experience-amaya-acc_tcm1045-424483.docx) (Note: The Pre-ETS services (including detail on what occurred during that time) and travel/transportation time (including the address of the start and destination points) for each date of service is indicated).
* **Invoice:** [Amaya Jackson Invoice](https://mn.gov/deed/assets/pre-ets-sample-invoice-amaya-acc_tcm1045-424489.docx) (Note: Only the total number of hours billed for the Pre-ETS service title is indicated)

### Example 3: Scarlett Pine (Short-Term Work Experience)

* **VRS Staff Case Note:** After referring Scarlett to Pathway to Success today for a short-term work experience at Little Tykes Daycare (a site they already have developed) that will be 120 hours in length, Walter (Pathway to Success staff) and I agreed that the authorization will have a total of 20 hours Pre-ETS Work-Based Learning/Work Experience-Services (to include 12 hours service time and 8 hours travel/transportation time) and 80 hours of Pre-ETS Work-Based Learning/Work Experience-Wages for 80 hours at $16.50/hour (prevailing wage is $11/hour plus 60% ($6.60)= $17.60) to go through June.
* **Authorization:** [Scarlett Pine Authorization](https://mn.gov/deed/assets/scarlett-pine-authorization_tcm1045-538245.pdf) (Note: only the Pre-ETS total service time is indicated)
* **Report:** [Scarlett Pine Report](https://mn.gov/deed/assets/pre-ets-sample-work-experience-scarlett-acc_tcm1045-424482.docx) (Note: The Pre-ETS services (including detail on what occurred during that time) and travel/transportation time (including the address of the start and destination points) for each date of service is indicated. Also, there is a listing of each day that Scarlett worked and how many hours she worked each day- a copy of a time sheet could also suffice).
* **Invoice:** [Scarlett Pine Invoice](https://mn.gov/deed/assets/pre-ets-sample-invoice-scarlett-acc_tcm1045-424486.docx) (Note: Only the total number of hours billed for each Pre-ETS service title is indicated)

### Example 4: Paul Sunflower (Group Services)

* **VRS Staff Case Note:** I referred Paul along with 9 other students from American High School to Pathway to Success for group Workplace Readiness Training services. Today Jonquil (Pathway to Success staff) and I agreed that the authorization will have a total of 10 hours Pre-ETS Workplace Readiness Training (to include 6 hours service time and 4 hours travel/transportation time) to go through June.
* **Authorization:** [Paul Sunflower Authorization](https://mn.gov/deed/assets/paul-sunflower-authorization_tcm1045-538244.pdf) (Note: only the Pre-ETS total individual/1:1 service time is indicated)
* **Report:** [Paul Sunflower Report](https://mn.gov/deed/assets/pre-ets-group-services-acc_tcm1045-424491.docx) (Note: The Pre-ETS services (including detail on what occurred during that time), travel/transportation time (including the address of the start and destination points) for each date of service is indicated. There is also an indication of how many students were in attendance each day and how the travel/transportation costs were figured.
* **Invoice:** [Paul Sunflower Invoice](https://mn.gov/deed/assets/pre-ets-sample-invoice-paul-acc_tcm1045-424488.docx) (Note: The group services rate was charged each day of service since there were 3 or more students in attendance. This is an example of the only time when travel/transportation would be called out on a Pre-ETS invoice; this is because it is travel/transportation for a group service)