# Billable Services for Job Related Services

This information applies to the following services: Job Shadow, Informational Interview, On-the-Job Evaluation (OJE), Work Experience, Job Tryout (JTO), and Internships

## Activities Community Partners Can Bill For

When providing the above services to participants, the following activities may be billed atthe rate listed on a Community Partner’s P/T contract.

### Site Development Time

* + Calls, emails, web searches and/or employer visits to arrange for an OJE, Work Experience, JTO, Job Shadow, Informational Interview or Internship. This can be done with or without the individual present.
* Site Development *may not* be authorized for Job Tryouts when a person is receiving placement services through a PBA.

### Evaluation Hours For OJE

* The hourly rate for “OJE- Services” on the Community Partner’s P/T contract for direct, on-site evaluation hours.

### Team Meetings and Final Meetings

* Attending a meeting with the individual’s other “team” members (i.e. family, VRS, school staff, county case managers) to report on progress or discuss next steps at the completion of a service.

### Follow Up

* Contact with the individual and/or employer on or off the job site while the individual is actively participating in the service, using the agreed upon mode of communication.
* Follow up *may not* be authorized for Job Tryouts when a person is receiving placement services through a PBA.
* Follow up is not authorized for OJE’s because the person is being evaluated by a Community Partner who is receiving billable service hours for the evaluation.

## Activities Community Partners Cannot Bill For

Community Partners cannot bill for the following activities:

* Time spent creating and editing resumes and cover letters or related documents unless the Community Partner is meeting with the individual.
* Time spent case noting, writing reports, preparing invoices, or no-show fees.
* Communications/attempted communications with individuals and other team members to schedule or confirm meetings.
* Site Development and Follow Up for Job Tryout when a person is receiving placement services through a PBA.

## Other Services

The following services may be provided, as appropriate, but are authorized and billed as separate service(s):

* Intake
* Job Coaching
* Travel time and transportation however, travel and transportation may not be authorized if the person is receiving placement services through a PBA.