# JOB COACHING SERVICES FOR Supported Employment CONSUMERSINVOICE DETAIL template (11.18.22)

**This form template is optional to use.** Community Rehabilitation Programs (CRPs) providing Job Coaching Services for DOR Supported Employment Consumers may use this form template for invoicing or may create their own invoice form if the same information/data is covered. Please contact your Local Resource Specialist if you would prefer an unrestricted/unlocked template to customize for your agency.

## Billing Information

SE Service Provider Agency Name:

SE Service Provider Agency Address:

DOR District:

Associated Regional Center:

Billing Month:

Billing Year:

## Instructions

Complete the Job Coaching Invoice Detail in the table below and attach to the Supported Employment Retention and Job Coaching Invoice Summary. The Consumer’s rate per hour corresponds to the rate of the Consumer’s Associated Regional Center. Hours invoiced are in quarter increments. If you have multiple Regional Centers in your District, use a separate form for each Associated Regional Center Job Coaching rate. Up to 27 consumers can be invoiced on one form and total hours invoiced at that Associated Regional Center’s rate can be transferred easily into the SE Retention and Job Coaching Services Invoice Summary.

## Job Coaching Services Detail Information

Table Job Coaching Services Detail Information

| **Row #** | **Consumer Name****(Last, First)** | **Authorization #** | **DOR QRP****(Last Name)** | **Hours Invoiced** | **Consumer’s RC Rate** | **Amount Invoiced** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  | **$0.00** |
| **2** |  |  |  |  |  | **$0.00** |
| **3** |  |  |  |  |  | **$0.00** |
| **4** |  |  |  |  |  | **$0.00** |
| **5** |  |  |  |  |  | **$0.00** |
| **6** |  |  |  |  |  | **$0.00** |
| **7** |  |  |  |  |  | **$0.00** |
| **8** |  |  |  |  |  | **$0.00** |
| **9** |  |  |  |  |  | **$0.00** |
| **10** |  |  |  |  |  | **$0.00** |
| **11** |  |  |  |  |  | **$0.00** |
| **12** |  |  |  |  |  | **$0.00** |
| **13** |  |  |  |  |  | **$0.00** |
| **14** |  |  |  |  |  | **$0.00** |
| **15** |  |  |  |  |  | **$0.00** |
| **16** |  |  |  |  |  | **$0.00** |
| **17** |  |  |  |  |  | **$0.00** |
| **18** |  |  |  |  |  | **$0.00** |
| **19** |  |  |  |  |  | **$0.00** |
| **20** |  |  |  |  |  | **$0.00** |
| **21** |  |  |  |  |  | **$0.00** |
| **22** |  |  |  |  |  | **$0.00** |
| **23** |  |  |  |  |  | **$0.00** |
| **24** |  |  |  |  |  | **$0.00** |
| **25** |  |  |  |  |  | **$0.00** |
| **26** |  |  |  |  |  | **$0.00** |
| **27** |  |  |  |  |  | **$0.00** |

**Total Hours Job Coaching Invoiced for Associated RC:**

**Total Amount Invoiced for Job Coaching at Associated RC Rate:**

## Distribution:

[ ]  DOR District Office [ ]  SE Service Provider **NOTICE:** This is confidential information from the records of the California Department of Rehabilitation. State law and departmental regulations prohibit you from making any further disclosure of this information without the informed, written consent of the person to whom this information pertains.