

PY06 Community Jobs Non Profit Payment Point Billing Form

Participant Name: _____

JAS ID: _____ SS#: _____

Documentation of the following benchmarks must be in the participant file in order to bill for the following payment points. Please check the Payment Point for which you are requesting payment and the documents that are on file for verification of each Payment Point.

PAYMENT POINT #1 -- PARTICIPANT ENGAGEMENT AND IDP DEVELOPMENT:

Date Client Signed Assessment: _____

- File Checklist
- 01 Screen & Signed IRP
- Create date on the IDP in E-Jas
- Signed Individual Development Plan [IDP]
- CJ Application [with emergency contact info]
- Grievance Form
- EEO Statement
- Release of Information
- No Wrong Door / Confidentiality Agreement
- Consent Form
- Signature and Date acknowledging Participant Orientation

Case Manager

Program / MIS Manager

PAYMENT POINT #2 -- WORKSITE DEVELOPMENT AND PARTICIPANT ENROLLMENT:

- Second Worksite
- Third Worksite
- Date Client Started CJ Worksite: _____
- Updated IDP (with CJ worksite info, and 32 to 40 hours per week scheduled activity)
- E-Jas Employment Screen
- Contract (work site agreement)
- Training Plan
- Work Maturity
- Signature and date acknowledging Supervisor Orientation I-9
- Identification Documents (picture ID / SS card)
- W-4
- W-5
- Employer verification that client started Community Jobs placement

Case Manager

Program / MIS Manager

PAYMENT POINT #3 -- PARTICIPANT 3 MONTHS BENCHMARK, REVIEW & UPDATE IDP OR EARLY COMPLETION DUE TO UE:

Date Client Signed Updated IDP: _____

- Documentation in IDP of referral to job search
- Month Review in E-Jas (IDP)

- Monthly Documentation of Two Conversations/Visits Documented in IDP or Case Notes or Participant Progression Updates as Required by WIT.

OR End Date of CJ: _____

- With UE – E-Jas Employment Screen (closing CJ & adding UE) (Subsidized Code: N; Job Type: Blank)
- Completed Participant and Work Site Customer Satisfaction Survey Verification

Case Manager

Program / MIS Manager

PAYMENT POINT #4A -- COMPLETION OF COMMUNITY JOBS PROGRAM:

Date Client Ended CJ: _____

- Employer final evaluation of Job Specific Competency
- Employer final evaluation of Work Maturity Competency
- Exit employment screen in E-Jas
- Exit IDP (exit date & exit code)
- Completed Participant and Work Site Customer Satisfaction Survey Verification

Case Manager

Program / MIS Manager

PAYMENT POINT #4B -- EARLY COMPLETION OF COMMUNITY JOBS PROGRAM DUE TO UE:

Date Client Started UE: _____

- Exit Employment Screen from E-Jas (closing CJ & adding UE site); (Subsidized Code: N; Job Type: Blank)
- Exit IDP (exit date & exit code)
- Completed Participant and Work Site Customer Satisfaction Survey Verification
- Employer Final Training/Work Maturity Competency

Case Manager

Program / MIS Manager

Within 90 days after Completion gained UE:

- Date Client Started UE: _____
- Add UE Employment Screen in E-Jas (Subsidized Code: N; Job Type: Blank)

Case Manager

Program / MIS Manager