

**PY06 Community Jobs
Private Sector 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 (Subsidized Code: C; Job Type: Career Jump-Subsidized)
 - 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
TRANSITION TO UE:**

Date Client Signed Updated IDP: _____

- Monthly Review in E-Jas (IDP)
- Employer final JSS/WMS Evaluations
- Documentation of Unsubsidized Employment (Subsidized Code: N; Job Type: Career Jump-Unsub)
- 3rd month review in EJAS

Case Manager

Program / MIS Manager

**PAYMENT POINT #4 -- 30 DAY RETENTION
THROUGH 4TH MONTH BENCHMARK:**

Date of 4th Month Benchmark: _____

- Documentation in participant file, and in EJAS that retention services were provided from months 3 to 4.
- Documentation of employment at the 4th Month.

Case Manager

Program / MIS Manager

**PAYMENT POINT #5 -- 60 DAY RETENTION
THROUGH 6TH MONTH BENCHMARK:**

Date of 6th Month Benchmark: _____

- Documentation in participant file, and in EJAS that retention services were provided from months 4 to 6.
- Exit Employment Screen from E-Jas (Subsidized Code: N; Job Type: Blank)
- Documentation of employment at the 6th Month.
- Completed Participant and Work Site Customer Satisfaction Survey Verification

Case Manager

Program / MIS Manager