

# REQUEST TO BILL OPWDD ADDITIONAL EXTENDED SEMP SERVICES

## Consider the following prior to requesting additional Extended SEMP services for a person who is employed:

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- Is this a good job match?
- Can the person complete the essential functions of the job independently?
- Has the person completed Discovery?
- Does the provider have a plan for fading, and increasing independence on the job?

## Options on the Request to Bill Additional Extended SEMP form:

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- Individual requires on-going, significant disability-related supports to meet job task standards
- Individual requires on-going, significant disability-related supports to meet job interpersonal skills
- Person requires temporary assistance to meet job standards
- Individual is interested in pursuing a 2nd job individual is interested in pursuing a new, different job
- Individual is having difficulty meeting job requirements and staff will begin Discovery/job development
- Changes in job responsibilities or work routines
- Individual obtained a new job this year

## Other points to consider:

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- After the initial 200 Extended SEMP hours are provided (no request form needed for initial 200) OPWDD will review submitted requests as follows:
  - Individual job placement : Requests for more than 100 additional Extended SEMP hours will require second level review.
  - Group job placement : Requests for more than 600 additional Extended SEMP hours will require second level review.
  - Those with high support needs may require additional information prior to approval.
- Providers need an approved Request to Bill for Additional Extended SEMP Services for *each SEMP enrollment year* if the person requires more than 200 hours of supports.
- If an individual receiving Extended SEMP services becomes unemployed (and they are not expected to return to that employer), the service provider may continue to provide Extended SEMP services for no more than 120 days from the date the job was terminated.
- Providers need to submit requests prior to requested start date.