



Instructions: As listed in the OPWDD SEMP regulations, billing for OPWDD Supported Employment (SEMP) services when a **person has a job** is contingent on the criteria listed below. Providers must either complete and keep this form or maintain all the information required on this form in their records for auditing.

1. The employee is paid minimum wage or higher (or meets applicable labor laws).
2. The job is integrated in the community.
3. Initial funding source used to obtain this job is documented, the required funding criteria is met and, if required, additional documentation is on file.
4. It is determined that SEMP services are billed as either Individual SEMP or Group SEMP (2-8 people) at this job site. However, the services and job placement must be individualized to person.

Agency name: _____

Agency address: _____

Name of person employed: _____ TABS ID #: _____

DDRO: Choose DDRO _____ Date enrolled in SEMP (as listed in CHOICES): _____

Name of business where person is employed: _____

Date starting this job: _____ Average weekly hours: _____

Type of job/general job title: Choose Type of Job/General Job Title

Type of business setting: Choose Type of Business Setting

Primary mode of transportation: Choose Primary Mode of Transportation

1. WAGE VERIFICATION

Hourly wage: _____

Which category does the person's wage meet or exceed? Choose category for person's wage

*If self-employed, compensation meets all applicable regulations including DOL & IRS? ☐ Yes ☐ No

Type of wage/compensation verification documentation obtained by provider on file:

☐ Pay Stub ☐ Appointment Letter ☐ Other (List): _____

Paycheck Issued by Which Entity? Choose which entity issued the paycheck

2. WORKSITE INTEGRATION

OPWDD SEMP regulations require that people work in jobs in fully integrated settings where they have opportunities to work alongside and interact with the general public and co-workers without disabilities. Every job/employment experience is different and may meet integration standards in different ways.

Is this job integrated in the community? ☐ Yes ☐ No (if No, do not bill SEMP for services)

**See SEMP Administrative memorandum for additional details.*



The job meets integration standards because the person working at this job (list specific examples and check all that apply):

- ☐ Interacts and takes direction from a supervisor at the business (not paid by SEMP).

Describe:

- ☐ Interacts with coworkers without disabilities.

Describe:

- ☐ Meets/greets/serves customers in the broader community.

Describe:

- ☐ Attends trainings with coworkers without disabilities.

Describe:

- ☐ Has access to break/lunch facilities, the same as coworkers without disabilities.

Describe:

- ☐ Has access to public/community transportation options in the general community.

Describe:

- ☐ Has access to the greater community.

Describe:

- ☐ Attends staff meetings and company activities/events with coworkers without disabilities.

Describe:

- ☐ Job position is open and advertised to the general public.

Describe:

- ☐ Has access to job resources, workplace materials, paychecks, etc. the same as coworkers without disabilities.

Describe:



3. **WHAT FUNDING SOURCE WAS USED TO OBTAIN THE JOB?**

☐ ACCES-VR: The person received ACCES-VR funding for this job and documentation is on file.

ACCES-VR Stabilization Date: _____

☐ ETP: The person obtained this job through OPWDD's Employment Training Program (ETP) and documentation is on file.

☐ OPWDD Intensive SEMP: The person obtained this job with a Request to Bill OPWDD Intensive SEMP Services approved by OPWDD Central Office and documentation is on file.

☐ OPWDD Extended SEMP: The person is employed and is not receiving SEMP services from ACCES-VR. Services are funded by OPWDD Extended SEMP.

☐ Other (describe here): _____

☐ Unknown

****Funding Source Used to Obtain Job category in SEMP Employment Tracking System (ETS) should not change after initial entry.***

4. **TYPE OF PLACEMENT**

The supported employment provider agency designates whether this is a group or individual job placement. Generally, a group placement means that the supported employment services are provided to between two and eight people during the same/similar time periods and the people are working together as a group. SEMP services for this employee, while at this job site will be billed as:

☐ Individual:

If Individual, and multiple people supported through SEMP services are working at the business at the same time, the employees are able to work without the job coach always present.

☐ Yes ☐ No ☐ NA

If Individual, and multiple people supported through SEMP services are working at the same business, the employees are scheduled for different hours.

☐ Yes ☐ No ☐ NA

☐ Group:

If Group, there are 8 or fewer people funded by OPWDD SEMP at the same business at the same time.

☐ Yes ☐ No

If Group, the business supervises the employee and job coach will provide SEMP services.

☐ Yes ☐ No

If Group, how are the services and job placement individualized to their person-centered plan?

For more information, please see the SEMP Administrative Memorandum at:

<https://opwdd.ny.gov/regulations-guidance>

PERSON COMPLETING FORM:

Name: _____ Title: _____

Email address: _____ Date: _____