

Community-Based Job Tryout
(CBJT)

Service Code 655- Provider Fee \$175.00

Service Code 656-Client Compensation

Maximum Allowed: 80 hours

Unit cost: \$7.25 per hour

Provider-RS Counselor-VR Client Process

- Provider sends completed and signed CBJT Agreement Forms along with Job Safety Analysis to VRC to review and sign.
- VRC creates a Service Authorizations on KMIS for Provider Fee as well as a Service Authorization to Client for compensation for up to 80 hours.
- A copy of both SA's along with the CBJT Provider Agreement Form and Safety Analysis is emailed by the VRC to DCF KMIS Help Desk.
- VRC also sends a copy of the client compensation SA to the client and a copy of the CBJT Fee SA to the Provider.
- Once the CBJT has been completed, the log sheets, billing invoices and authorizations are sent to the VRC to review. Once reviewed, the client log sheet and signed authorizations are sent to the DCF KMIS Help Desk for processing.
- DCF KMIS Help Desk will set up the payment authorization and notify the VRC that it is ready to be finalized. VRC will also create a payment authorization and pay the CBJT Provider Fee at this time.