

2.13	Distribution of Supported Employment (SEA) and SEB) Funds	Page 1 of 1
Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): 1056		

The units of Supported Employment services shall be negotiated annually between the **Provider** and **Support Coordinator** based upon the projected needs of the individual and the past years' utilization.

Procedure

1. The Purchase of Services **Form** 1056 shall indicate the authorized annual units of service.
2. Supported Employment basic services (SEA) will be authorized for up to 960 quarter units (240 hrs) per individual annually. Support Employment services provided in addition to 960 units of (SEA) will be billed at the Ancillary (SEB) rate. The basic hourly package of services includes the following: job coach and benefits; direct supervision; marketing and job development; travel and mileage reimbursement; and administrative costs/main office overhead costs such as secretarial staff, insurance, utilities, equipment, and supplies. Supported Employment Ancillary services include the job coach wages and benefits, and additional direct supervision.