# Guidance on Transitioning to the New Supported Employment Forms

May 1, 2019

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| **Old Form** | **New Form** |
| VR1610, Supported Employment Services Referral | [VR1640, Referral for Supported Employment Services](https://twc.texas.gov/forms/index.html) |
| VR1612, Supported Employment Assessment | [VR1641, Supported Employment Assessment Report (SEA)](https://twc.texas.gov/forms/index.html) |
| VR1613A, Supported Employment Service Plan 1, Demographics | [VR1642, Supported Employment Service Plan - 1 (SESP-1)](https://twc.texas.gov/forms/index.html) |
| VR1613B, Supported Employment Service Plan 1, Plan and Benchmark Report | [VR1642, Supported Employment Service Plan - 1 (SESP-1)](https://twc.texas.gov/forms/index.html) |
| VR1613C, Supported Employment Service Plan 1, Extended Supports | [VR1642, Supported Employment Service Plan - 1 (SESP-1)](https://twc.texas.gov/forms/index.html) |
| VR1613D, Supported Employment Services, Hours Worked Time Log | [VR1644, Supported Employment Services Time Tracking Log](https://twc.texas.gov/forms/index.html) |
| VR1614A, Supported Employment Services Plan 2, Placement | [VR1643, Supported Employment Services Plan - 2 Placement, Job Analysis, & Training Plan (SESP-2)](https://twc.texas.gov/forms/index.html) |
| VR1614B, Supported Employment Services Plan 2, Job Analysis and Training Plan | [VR1643, Supported Employment Services Plan - 2 Placement, Job Analysis, & Training Plan (SESP-2)](https://twc.texas.gov/forms/index.html) |
| VR1615, Supported Employment Support Summary | [VR1645, Supported Employment Training and Progress Report](https://twc.texas.gov/forms/index.html) |
| VR1616A, Supported Employment Job Stability Justification Summary | [VR1646, Supported Employment Job Stability Justification Summary](https://twc.texas.gov/forms/index.html) |
| VR1616B, Supported Employment Service Closure Summary | [VR1647, Supported Employment Service Closure Summary](https://twc.texas.gov/forms/index.html) |

**The old Supported Employment (SE) forms will be retired and removed from the** [**VR Forms List**](https://twc.texas.gov/forms/index.html) **on August 30, 2019.**

The new SE forms will be available from the [VR Forms List](https://twc.texas.gov/forms/index.html) beginning June 3, 2019, and will correspond with the updated [VR Standards for Providers, Chapter 18: Supported Employment Services](https://twc.texas.gov/standards-manual/vr-sfp-chapter-18).

The new SE forms are effective June 3, 2019. New SE forms must not be used before June 3, 2019.

For a customer in the middle of an SE benchmark before June 3, 2019, the old forms may be used for the current SE benchmark. Any benchmarks that begin on or after June 3, 2019, require the use of the new SE forms.

## Examples of When to Use the New Supported Employment Forms

If the Supported Employment Assessment was initiated before June 3, 2019, the old form (VR1612, Supported Employment Assessment) may be used and submitted up until August 30, 2019.

If the VR1613A–C forms were completed before June 3, 2019, the forms may remain the same, unless a new or updated SE plan and forms are needed. If a new or updated SE plan is needed, then a VR1642, Supported Employment Service Plan - 1 (SESP-1) must be completed.

If the SE plan is in place before June 3, 2019, and the customer is not placed until after June 3, 2019, submission of the VR1613B and VR1613C is not required. Instead, the VR1643, Supported Employment Services Plan - 2 Placement, Job Analysis, & Training Plan (SESP-2) must be submitted at SE Benchmark 2, along with the VR1644, Supported Employment Services Time Tracking Log, with no additional forms required.