Instructions for State Vocational Rehabilitation Agencies to Submit Cost Reimbursement Claims for Pre-Employment Transition Services to the Social Security Administration

Qualifying Claims:

State Vocational Rehabilitation (VR) agencies may only receive reimbursment for Pre-Employment Transition Services (Pre-ETS) provided to beneficiaries who:

- Received Pre-ETS services at age 16 or 17,
- Receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI), and
- Have received services from the VR that led to the beneficiary attaining a continuous period of substantial gainful activity (SGA).

Reimbursable Service Codes:

The Social Security Administration (SSA) will reimburse State VR agencies for the following services contained in 34 CFR Part 361:

Service Description	RSA Service Code	SSA Service Code
Work Based Learning Experiences	37/103	37/103
Job Exploration Counseling	97	97
Counseling on Enrollment Opportunities	109	109
Workplace Readiness Training	115	115
Instruction in Self-advocacy	121	122

Submitting Claims:

SSA will only accept Pre-ETS supplemental claims based on initial claims paid after May 1, 2023.

Until SSA updates the Ticket Portal, State VR agencies must input the information below with each Pre-ETS submission:

Remarks Tab:

Insert "Pre-ETS" in the Remarks Tab.

Service Agreement Date:

Replace the "Date Entered VR" value with the service agreement plan date.

Order of Costs:

For initial claims: first enter the Pre-ETS cost then any other direct costs you are requesting.

For supplemental claims: only enter Pre-ETS costs.

Fax Coversheet:

Select the document type "Other."

Use one coversheet to fax all required documentation together. VRs should have all documentation ready to fax to SSA prior to submitting the claim.

    Required Documentation:

- Signed service agreement plan,
- Signed Individualized Plan for Employment (IPE) and/or amended IPE(s),
- Signed SSA 199 listing the itemized costs for Pre-ETS, and
- Invoices and proof of payment for Pre-ETS costs