

# EES / RS MONTHLY COMMUNICATION REPORT

**This is a mutual turnaround form to be used as documentation for both EES and RS. It can be initiated by EES or RS.**

Consumer Name: \_\_\_\_\_ SSN: \_\_\_\_\_ KAECSSES Case # \_\_\_\_\_

## EES SECTION

EES Case Manager: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ I request a consultation to discuss: \_\_\_\_\_

\_\_\_ Consumer address changed to: \_\_\_\_\_

\_\_\_ Case status has changed. (Select all that apply.)

\_\_\_ penalty, case will close on: \_\_\_\_\_

\_\_\_ case closure, specify other reasons \_\_\_\_\_

\_\_\_ consumer employed:

place of employment: \_\_\_\_\_

hours working per week: \_\_\_\_\_

hourly pay rate: \$ \_\_\_\_\_

start date: \_\_\_\_\_

job title: \_\_\_\_\_

\_\_\_ Other changes / comments / satisfactory progress: \_\_\_\_\_

EES Case Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RESPONSE FROM RS REQUESTED BY: \_\_\_\_\_

cc: case file

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## RS SECTION

RS Counselor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ I request a consultation to discuss: \_\_\_\_\_

\_\_\_ Not eligible for RS based on the following reasons: \_\_\_\_\_

\_\_\_ Case status has changed to: \_\_\_\_\_

\_\_\_ Describe case status, include status on waiting list: \_\_\_\_\_

\_\_\_ Individualized Plan for Employment (IPE) completed, attached.

\_\_\_ Consumer address changed to: \_\_\_\_\_

\_\_\_ Consumer employed:

place of employment: \_\_\_\_\_

hours working per week: \_\_\_\_\_

hourly pay rate: \$ \_\_\_\_\_

start date: \_\_\_\_\_

job title: \_\_\_\_\_

\_\_\_ RS case closed due to: \_\_\_\_\_ date of closure: \_\_\_\_\_

\_\_\_ Other changes / comments / satisfactory progress: \_\_\_\_\_

RS Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RESPONSE FROM EES REQUESTED BY: \_\_\_\_\_

cc: case file