

Maryland State Department of Education
Division of Rehabilitation Services
Benefits Planning Referral Checklist

Use this checklist to ensure all needed information is included in referrals for benefits planning services. This helps to expedite delivery of the service and make sure consumers receive the most complete service. For more detailed information about benefits planning, please refer to the [Benefits Planning Desk Reference](#). If you have questions or concerns please email benefits.dors@maryland.gov.

Menu of Services

Phase 1: Issued once IPE is dated for VR, issued prior to participation in WBLE for Pre-ETS.

Cost: \$1,120

- ☐ Authorization for service
- ☐ Referral for Benefits Planning AWARE™ Letter
- ☐ IPE/Pre-ETS Service Agreement
- ☐ [Form SSA-3288](#) (use InDORS form, do not change wording)

Phase 2: Issued at Employment or at the beginning of an ALE or WBLE.

Cost: \$280

- ☐ Authorization for service
- ☐ Referral for Benefits Planning AWARE™ Letter
(include Stable or Closure date information on letter)
- ☐ Employment Information

Phase 3: Issued with Phase 2 for non-supported employment, issued at Stability for supported employment.

Cost: \$140

- ☐ Authorization for service
- ☐ Referral for Benefits Planning AWARE™ Letter (include Closure date information on letter)

Phase 1, Phase 2 & Phase 3: Can be listed on the IPE together.

Combined cost: \$1,540

General Benefits Consultation: Issued once service agreement is signed for Pre-ETS not participating in WBLE, or before IPE development for VR (including waitlist).

Cost: \$350

- ☐ Authorization for service
- ☐ Referral for Benefits Planning AWARE™ Letter
- ☐ Pre-ETS Service Agreement (if Pre-ETS)

Special Circumstances: Can be issued throughout a case as needed for specific tasks or concerns. Benefits counselor should provide an estimate of hours needed.

Cost: \$70 per hour

- ☐ Authorization for service
(include task or concern special circumstance is being used for in the item description)
- ☐ Referral for Benefits Planning AWARE™ Letter (include information about task or concern)