



## Referral Process

Dear Counselor,

Thank you for your interest in Pacific Coast Community Services' program for Employment Training and Placement services. To refer clients to our program for Training, Employment Placement, PVSA, or Short-Term Support Services, please follow the instructions below:

1. **Submit the following documents online at <https://pccsonline.org/pccs-employment-and-training-services-client-referrals/>**

- **PCCS Referral Form** (see page 2 of this document)
- **Consent to Release and Obtain Information** signed by the client
- Client's **Individualized Plan for Employment**

2. **Send an Authorization for Services**

- Send the authorization for services to PCCS via the DOR Vendor Portal and invoice for direct service fees (DR 297F).
- Issue authorizations to:

**PACIFIC COAST COMMUNITY SERVICES**

#9007

1999 Harrison St, Ste 1800

Oakland, CA 94612-4700

EIN: 94-3241155

- For information on PCCS' fees for employment and training services, see **Uniform Fee Structure for Community Rehabilitation Programs** (pages 3-4).

If you have any questions, please feel free to contact us at [info@pccsonline.org](mailto:info@pccsonline.org).

Best Regards,

Pacific Coast Community Services  
[info@pccsonline.org](mailto:info@pccsonline.org) | 510-390-7001

## PCCS Referral Form

**Client's Information:**

- Full Name (Last, First): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Home Address: \_\_\_\_\_
- Birthdate: \_\_\_\_\_

**D.O.R. Counselor:**

- Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Office Address: \_\_\_\_\_

**Regional Center Client:** Yes \_\_\_ No \_\_\_

- Counselor Name / #: \_\_\_\_\_

**Client's Disability:** Provide an overview including DSM IV code if necessary:

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**Employment/IPE Goal(s):** \_\_\_\_\_

**Accommodations Requested:** \_\_\_\_\_

**Education and/or Vocational Training Experience** (include where education was conducted):

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**Criminal Record:** Yes \_\_\_ No \_\_\_ (If yes, please indicate in the Comments section if the criminal record is expunged and address specific restrictions and prohibitions - facilities, populations, areas, etc.)

**Services Requested, Comments and/or Additional Information:**

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**Counselor Information:**

- Print Name: \_\_\_\_\_
- Date: \_\_\_\_\_
- Signature: \_\_\_\_\_

# Uniform Fee Structure for Community Rehabilitation Programs

## Placement Services Fee Structure for Pacific Coast Community Services

Please refer to the Service Specifications for information on authorizations and service delivery requirements. Any applicable exceptions to the rates and billing procedures are indicated in the Service Specification. Uniform fees do not apply to services provided through a cooperative program agreement or a case services contract.

Department of Rehabilitation (DOR)  
Revised Uniform Fee Structure - Effective January 1, 2020

### Training Services

- **Personal, Vocational, Social Adjustment (individual) - per hour**  
**Procedure Code:** 38CRPih  
**Rate:** \$44.00 per hour

### Job Related Services

- **Employment Services Benchmarks**
  - **Intake**  
**Procedure Code:** 124CRP  
**Rate:** \$360.00 per consumer
  - **Employment Preparation**  
**Procedure Code:** 125CRP  
**Rate:** \$770.00 per consumer
  - **Job Development & Placement**  
**Procedure Code:** 126CRP  
**Rate:** \$770.00 per consumer
  - **Employment Retention Services**  
**Procedure Code:** 127CRP  
**Rate:** \$550.00 per consumer

### Short-Term Supports

- **Short Term Support in Employment Setting, per consumer, per hour, 90 day max**  
**Procedure Code:** 248CRPih  
**Rate:** \$49.19 per hour

## Adult Work Experience

- **Service Code:** 123CRPa
  - Initial Meeting - \$250.00 (ISP Report OR Deferment Report)
  - Worksite Materials Development - \$300.00
  - Hourly Reports (1st, 2nd, & 3rd) - \$300.00 each
  - **Total:** \$1,450.00

## Training Course Pricing:

Full course syllabuses can be found on our website: <https://pccsonline.org/>

- **Call Center/Telephone Services:** \$2,725.00/course (inclusive of: Materials, Certificate of Completion, and DISC Assessment)
- **Inventory Control/Logistics:** \$2,985.00/course (inclusive of: Materials, Certificate of Completion, and DISC Assessment)
- **Food Service Training Program:** \$2,725.00/course (inclusive of: Materials and ServSafe Certificate of Completion)
- **4 Day Food Service Individualized Training Class:** \$850.00
- **2 Day Food Service Individualized Renewal Training Class:** \$450.00
- **CompTIA A+ IT Certificate:** \$3,000.00 per 3-month block (with Tutoring Support - Certificate of Completion, approximately 80+ hours completion time)
- **Digital Literacy Pro Certificate:** \$2,885.00/course (inclusive of: Materials and Certificate of Completion—student has own device/computer for coursework)
- **Digital Literacy Pro Certificate and PC Computer** (with tutor computer personal 1-hour set up): \$3,985.00/course (inclusive of: Materials, Certificate of Completion, and Computer)