



# King County

## School-to-Work Billing & Data Reporting Instructions

1. The Contractor shall distribute an individual monthly report to the County at [S2Wreports@kingcounty.gov](mailto:S2Wreports@kingcounty.gov) and the student's team\* no later than the monthly School-to-Work (S2W) report due date and through case closure where this occurs after June of the student's exit year. S2W report due dates are listed on the State Fiscal Year (SFY) 2026 King County Billing Schedule and the 2025-2026 School-to-Work Deliverables Schedule.
    - a. Each monthly report shall be titled using the following format: Last NameFirst Initial\_Month.Year (i.e.: SmithJ\_03.26).
    - b. Each report shall describe the employment services provided to the student during the month.
    - c. All monthly reports shall be maintained in each participant's file.
  2. The Contractor shall distribute an individual report that informs job placement services and fulfills assessment activities per the S2W Areas of Assessment. The report shall be distributed to the County at [S2Wreports@kingcounty.gov](mailto:S2Wreports@kingcounty.gov) and the student's team\*.
    - a. For the month assessment activities were completed, an assessment summary report, which fulfills the requirements of the S2W Areas of Assessment, may be submitted in lieu of the monthly report.
    - b. All monthly reports shall be maintained in each participant's file.
  3. The Contractor shall complete monthly billing activities within CORE, ensuring all necessary and applicable fields are complete and accurate.
    - a. In the event the Contractor is not claiming reimbursement, the Contractor shall enter a zero in the units received column of the billing form.
  4. Upon job stabilization, the Contractor shall request confirmation/agreement through a single email to the County at [S2Wreports@kingcounty.gov](mailto:S2Wreports@kingcounty.gov) and the DSHS, Division of Vocational Rehabilitation (DVR) Vocational Rehabilitation Counselor (VRC).
- \* The student's team is the student, the student's primary support person(s), and representatives as available and applicable from the student's School District, Developmental Disabilities Community Services (DDCS, formerly Developmental Disabilities Administration/DDA), Division of Vocational Rehabilitation (DVR) and other key individuals and agencies supporting the student to obtain a paid job in the community.