

Use S2Wreports@kingcounty.gov and include DVR in the communication when submitting deliverables to the County.

Student Agency Service Agreements:

1. Must be submitted to King County before services are authorized in CORE. Whenever possible, please submit a fully signed service agreement.
2. If obtaining a signed service agreement is a barrier to service start, the County will accept confirmation of service agreement and start state via:
 - Email from or including the student and parent/guardian
 - Phone call from or including student and parent/guardian

Minimum Monthly Contact and Service Hours Requirements:

Model	Minimum Monthly Service Hours	Minimum Monthly Direct Service Contact
General – 1 year	2	1
District (Embedded) ACHIEVE Project Search	3	1
Agency Collaboration	3	1

1. Please enter all service hours in CORE, even if hours are below the monthly minimum.
2. Direct services can be delivered both in-person and virtually.
3. To request an exception to the monthly contact/minimum service hours requirement, contact a County S2W program manager and provide the following:
 - The reason(s) for the request
 - A description of the non-direct services provided on behalf of the student
 - A plan for meeting minimum service hour requirements the following month
 - TA or other support needed to support service delivery

A County S2W program manager will review the request and inform the provider if funding will be approved or denied.

S2W Assessments and Monthly Reports/SDORs:

1. Write all reports directly to the student (from the 2nd person perspective).
2. Distribute all reports and notices to the student and their team as scheduled and as appropriate. The student's team includes, but is not limited to:
 - [Parent\(s\)/guardian\(s\)](#)
 - [Teacher\(s\), paras, and other school staff](#)
 - [County S2W program manager\(s\)](#)
 - [DVR VRC](#)
 - [DDCS CRM](#)

Deliverable	S2W Program Models – 2026 Cohort	
	General, District, ACHIEVE, Project Search	Agency Collaboration/2 Year
Assessment Summary	4 months from service start date	6 months from service start date
Monthly Report/SDOR	Required from month of service start - 6/30/2026 , or through stabilization for plans extended beyond 6/30/2026.	Required from service start date - 6/30/2027 , or through stabilization for plans extended beyond 6/30/2027.

3. Refer to the **State Fiscal Year (SFY) 2026 Billing Due Dates** chart below for the **2025-2026 S2W Report Due Dates**:

Service Month	Invoice Due Date	S2W Report Due Date	Notes
July 2025	August 14, 2025	August 07, 2025	
August 2025	September 15, 2025	September 08, 2025	
September 2025	October 14, 2025	October 06, 2025	
October 2025	November 17, 2025	November 07, 2025	
November 2025	December 12, 2025	December 05, 2025	
December 2025	January 07, 2026	January 02, 2026	End of County FY 2025
January 2026	February 13, 2026	February 06, 2026	
February 2026	March 13, 2026	March 06, 2026	
March 2026	April 14, 2026	April 06, 2026	
April 2026	May 14, 2026	May 07, 2026	
May 2026	June 12, 2026	June 05, 2026	
June 2026	July 15, 2026	July 08, 2026	End of State FY 2026

4. If a report cannot be submitted by the due date, consult the County before the reporting due date as listed on the 2026 SFY Billing Due Dates schedule.

5. To request a timeline extension, contact a County S2W program manager and provide:
 - The reason(s) for the request
 - TA or other support required to complete report
 - An anticipated date of completionA County S2W program manager will review the request and inform the provider if the extension is approved or denied.

Service Events

1. DVR will submit signed **SDOPs** to the County. Encourage and support students through the DVR enrollment process and SDOP team meetings.
2. Report all **Job Starts** to the County and DVR. **Notify the County and DVR immediately should a job offer occur during the assessment phase of service.**
Upon students' official hire, submit to the County and DVR an email including the following information:
 - Employer
 - Start date
 - Job Title
 - Hourly wage
 - Hours per week
 - Fringe benefits (if any)
3. **Stabilization** requires confirmation/agreement from DVR prior to the approval of the outcome payment. Upon stabilization, submit to the County and DVR an email request for confirmation/agreement of the suggested stabilization date.
4. Submit **CSA Request** forms as directed in the 2025 S2W Exit & CSA process. Notification and updated information are provided annually with the process typically initiated in the Spring.
5. Consideration of **Service Discontinuation** includes consultation with the County, DVR and the student's S2W team. If **Service Termination** is the final determination, submit a service termination notice to the student and document the date and code in CORE.