

Texts in red are VR comments/feedback for training and not a part of the original report

Services to be Provided to:

Name : JC
Address : 987 Faux Street, Oz, IA 55555

Return Billing Copy to:

Services Provided by: April Foos

Payee :

Address :

Authorization # :

Case # :

IVRS Contact : Jack Lantern

Contact Phone # :

Vendor # :

INSTRUCTIONS: Complete the billing section and sign and return this form (or attach an original invoice) within 45 days after services have been provided. If services are completed on different dates, photocopy this form and submit separately for payment after each service. Claims may not exceed the maximum. Return completed form to the address above. You may make a photocopy for your records. As an agency of the State of Iowa, IVRS is exempt from State of Iowa sales and use taxes.

Authorized Service Description # 1	Start Date	End Date	Qty	Unit Cost	Adjustment(+/-)	Total
Customized Employment	12/1/2025	6/30/2026	40 Units	\$19.96		\$798.40
Billing Section	Service Provided Date	Qty Billed	Unit Cost	Total Billed		
To be Completed By Payee :	2/1/26-2/27/26	58 Units	\$19.96	\$ 1,157.68		

Authorized Service Description # 2	Start Date	End Date	Qty	Unit Cost	Adjustment(+/-)	Total
Billing Section	Service Provided Date	Qty Billed	Unit Cost	Total Billed		
To be Completed By Payee :				\$ _____		

Original Authorization Total	(+) Amendment Total To-Date	(-) Cancellation Total To-Date	Current Authorization Total
\$798.40	\$359.28	\$0	\$1,157.68

Authorized By : *Jack Lantern*

Authorized Date: 1/15/2026

Any apparent errors or misunderstandings should be reported to the Agency at once. Acceptance of this authorization is certification that the provider of services does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, disability, ancestry, sexual orientation, gender identity, or veteran status. Persons with concerns or questions regarding civil rights compliance should contact: Chief, Administrative Services Bureau, Iowa Vocational Rehabilitation Services, 510 East 12th Street, Des Moines, Iowa 50319 (Telephone 515/281-4318). Training institutions will provide this agency with regular progress reports. The continuation of this program is at all times dependent upon satisfactory progress. The Agency assumes no responsibility for payment if any deviation from the authorized program of services is made without prior approval and official revision of this authorization. Authorized amounts may be reduced or canceled should funds be delayed or curtailed.

I certify services have been provided as specified in this authorization/billing.

April Foos

3/1/26

Payee Signature (or attach original invoice)

Signature Date

Final Invoice: Please check this box if this is the final claim for this authorization.

For IVRS Office Use Only:
I certify the goods and/or services have been received.
Approval to pay: _____
Date: _____

___ Billing Copy ___ Case file copy ___ Client Copy (This is not a bill.)

Customized Employment Service

Job Candidate Name: JC

Member ID: NA DOB: 6/3/2020

IVRS Staff: Jack Lantern Case Manager: Chris Mas

General Information

Business/Company Name: Pho King

Location/Address of Business: 123 Wonderland Park, Oz, IA 55555

Telephone Number: 555-555-5555 Starting wage: \$15/hr

Title of Job: Assistant Pastaio/Pasta Maker Normal work shift hours: M-F, 7am-11am

Start Date: 2/23/2026 Hours per week: 20 hr/wk

Status: Part-Time Full-Time Benefits

Immediate Supervisor's Name: Valentine Daye

Employment Specialist's Name: April Foose

Essential Functions of the job

Please list the duties or responsibilities that are essential functions of this position. Essential job functions are defined as those fixed parts of defined job that cannot be reassigned easily to other workers:

1. Assist in preparations and making fresh pho noodles daily
2. Go to the market to obtain ingredients as needed
3. Communicate with staff as team member as needed
4. Wash pots, pans, cooking utensils, plates, silverware, glasses and other things as directed
5. Mop floors and clean other surfaces as needed to comply with health & safety laws

Unmet Needs of the job

Duties to be performed by the IVRS job candidate to free up time for other employees to carry out the essential functions of the job.

1. Weigh & pack noodle based on order sizes
2. Organize and store noodles in refrigerator
3. Keep inventory of noodles so that pastaio knows how much to make each day
4. Bring out pho broth every morning and put on stove
5. Track pho broth levels every morning so that chef knows if more needs to be made

Customized Employment Service

Job Candidate Name: JC

Member ID: 999-999-9999 DOB: 6/3/2020

IVRS Staff: Jack Lantern Case Manager: Chris Mas

Date of Service	Start Time:	End Time:	Unit(s) Claimed (15 min/unit):	Description of activities (include medium provided- in person, phone call, virtual, email, etc.), employer feedback and any progress made by JC to become independent:
2/22/26	1:00pm	1:30pm	2	Zoom w/ JC to make check list for 1st day of work. Did some pep talking. JC is nervous; wants to do good. Encouraged him to use list.
2/23/26	6:55am	11:30am	18	Met JC@Pho King. He was sitting in wait area for ES. We went to let pastaio know that JC is here and get directions for what he wanted JC to do. JC was very attentive and required reassurance at the start of every task. ES & pastaio reminded him that he is hired because we believe in him. JC needed 30 prompts to remember how to use the food weigher and basic food safety requirements such as getting new gloves if he changed tasks and washing his hands after using the bathroom. JC needed 30 prompts to return from break. He complained 50 times that he was tired and wanted to sit but was able to take redirection. He likes his boss and coworkers who joked with him and talked about basketball stats. JC is a "numbers guy." JC's ride was late and he watched basketball as he waited.
2/24/26	6:55am	11:15am	17	Met JC@bus stop across the street from Pho King. He was nervous to cross the street w/o cross walk. Talked w/ pastaio who agreed that he/other staff can help JC cross the street in the future. JC used the check list that the pastaio made with him yesterday and he got started right away. Pastaio had to remind him to wash his hands and get new gloves about 10 times. JC remembered how to use the food weigher. JC needed 20 prompts to continue working throughout the shift. JC did not want to quit working. Bus was on time at 11:02am. ES assisted JC on how to cross the street safely. Got feedback from pastaio & coworkers - very impressed w/ JC.
2/25/26	6:55am	10:10am	13	Met JC inside Pho King where he was already working and socializing w/ coworkers. He had to be told to stop talking and get more working done about 5 times before he would be able to stop talking. He knew how to work the food weigher and pastaio saw that he washed hands and only needed to change his gloves twice. Pastaio will tell staff to reduce convo to help JC focus on tasks.

CRP Signature: April Foos Date: 3/1/26

CRP staff submit this form to IVRS with any narrative if needed to document the provision of this service.

See "Narration Add-On" page

Narrative:

Job Candidate Name: JC

Customized Employment February 2026 Report Continued

2/26/26, start time: 7:10am, end time: 7:20am, 10 min. (2 units total):

JC was already working when ES arrived. JC reported he felt confident to do what he needed to do and will ask pastaio and coworkers if he needed help. He was excited to cross the street 100% independently. Pastaio and coworkers reported little to no prompts on how to use kitchen machines and to follow health & safety restaurant protocols. Because they are busy at lunch time, they are not able to consistently assist with getting him across the street to the bus stop. JC feels confident that he can cross the street. He remembers what ES taught him to do. ES will return at 10:55am to ensure JC is able to catch the bus at the end of the day.

start time: 10:55am, end time: 11:03am, 8 min.

ES observed JC from inside the restaurant to ensure he followed safety street crossing rules and got on the bus safely. He required no prompting at all. Pastaio and coworkers feel that JC is ready to add on more tasks. He was reminded to stop talking about sports twice today.

2/27/26, start time: 7:00am, end time: 7:15am, 15 min. (6 units total):

JC was already working when ES arrived. ES and pastaio informed JC that he will be adding dishwashing to his list of tasks. JC said he is nervous but he is ready. ES will return at 10am to support JC in learning this task.

start time: 9:56am, end time: 11:10am, 1 hr 14 min.

ES assisted dishwasher in training JC on how to do dishes. JC struggled with scraping off food, using sprayer and he stressed when the dishes started to pile up. JC wanted to quit 10 times and go back to just doing what he was doing with the pastas, mopping and wiping the counters. Main dishwasher reassured JC that he would only have to do this task if main dishwasher needed help and if he was out sick or something. JC broke 3 glasses and 2 plates. He reported they were too hot for him even with the gloves. JC was apologetic. ES will work w/ VR to see if there's any AT we could get to support JC with heat sensitivity.

ES recommends 24 units of job coaching support in March. JC's heat sensitivity will require special heat resistant gloves for him to do dishes. Pastaio wants him to be able to assist in taking out trash as needed. We will add that training in March after he masters washing dishes. Pastaio, ES and JC believes this will be a good fit for Pho King and JC's need for small setting and supportive coworkers. ES believes JC may be stabilized by the end of April and will be 100% independent with natural supports from the employer.