

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

Services to be Provided to:

Name : JC
Address : 7777 Faux St, Wonderland, IA 55555

Return Billing Copy to:

Services Provided by: April Foos

Payee :
Address : 1234 Faux St, Wonderland, IA 55555

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
Job Follow-Up	2/2/2026	2/28/2026	32 Units	\$13.63		\$436.16
Billing Section	Service Provided Date	Qty Billed	Unit Cost	Total Billed		
To be Completed By Payee :	2/2/26-2/5/26	11 Units	\$13.63	\$ 149.93		

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
\$436.16	\$0	\$286.23	\$149.93

Remaining # of units cancelled due to not needing all of it and employer held accountable to support in the solution process.

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

3/1/2026

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.)

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Job Follow-Up Services

Job Candidate Name: JC
Member ID: 999-99-9999 Case Manager: Chris Mas
IVRS Staff: Jack DOB: 6/3/2020
CRP Staff: April Foos

Business/ Company Name: ABC Co.
EIN: 99-9999999
Business Address and Location: 1234 Faux St, Wonderland, IA
Telephone Number: 555-555-555 Current wage: \$10/hr
Title of Job: Assembler Work Schedule: Sun/M/W/Th/F
Start Date: 2/2/2026 Hours per week: 10 hr/wk
Status: Part-Time Full-Time Benefits
Immediate Supervisor's Name: Patrick Saint
Employment Specialist's Name: April Foos

Code for barriers addressed:

- Attendance (A)
- Co-Worker Interaction (CWI)
- Task Related (TR)
- Memory (M)
- Punctuality (P)
- Appearance (AP)
- Communication (C)
- Transportation (T)
- Disability Awareness Training (DAT)
- Planning for Natural Supports (PNS)
- Assistive Technology (AT)
- Reasonable Accommodation(s) (RA)
- Other (O)

Job Follow-Up Services

Job Candidate Name: JC
 Member ID: 999-99-9999 Case Manager: Chris Mas
 IVRS Staff: Jack DOB: 6/3/2020
 CRP Staff: April Foos

Date	Start Time	End Time	Units (1 unit = 15 min.)	Business Name (if applicable)	Delivery Method	Activity Complete (use codes)/ Employer Feedback/ Outcome
2/2/26	10:55am	1:00pm	8	ABC Co.	Excellent,	concise information using abbreviations recommended.
						Addressed TR, CWI & C as requested by emp. & VR. JC gets bored making boxes only so bothers others & uses inappropriate language in front of customers. Boss open to adding new task that JC could do in the back. Count inventory and enter
2/4/26	12:25pm	1:07pm	3	ABC Co.		Followed up w/ employer & JC. JC confident w/ new tasks that help JC stay busy and they are good now. Emp. will cont. w/ supporting JC as needed.
Total Units:			11 Units			

Activities addressed issues to team's satisfaction.

Select any newly identified barriers to successful employment (Select all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Appearance | <input type="checkbox"/> Attendance | <input type="checkbox"/> Building Natural Supports |
| <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Computer Skills | <input checked="" type="checkbox"/> Co-worker Interactions |
| <input type="checkbox"/> Integration of AT | <input type="checkbox"/> Math | <input type="checkbox"/> Odor |
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Reading | <input type="checkbox"/> Reading Comprehension |
| <input type="checkbox"/> Self-Advocacy | <input type="checkbox"/> Soft Skills | <input type="checkbox"/> Stamina |
| <input checked="" type="checkbox"/> Task Related | <input type="checkbox"/> Time Management | <input type="checkbox"/> Other |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Writing | |

CRP Signature: April Foos Date: 3/1/2026

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

Definitions

Code for barriers addressed:

Attendance: the action or state of going regularly to work or being present at a place or event. Co-Worker Interaction: relationships between co-workers, managers, and other employees.

Task Related: activities that are specific to the job that the JC is hired to do (e.g. production, quality, quantity, industry standards, & etc.)

Memory: the ability to remember (e.g. work schedule, sequential activities, multi-step tasks, and etc.)

Punctuality: the fact or quality of being on time.

Appearance: the way that someone looks.

Communication: the imparting or exchanging of information or news.

Transportation: the mode of getting to and from work.

Disability Awareness Training: provide disability related information to increase coworker understanding and ameliorate concerns for safety.

Plan for Natural Supports: a blueprint that documents the network of people at work and the protocol that the JC and coworkers are to use to assist the JC based on the situation that the JC may need help with and to empower the JC with confidence at work.

Assistive Technology: any item, piece of equipment, or product system that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Reasonable Accommodation(s): Helping the JC and the employer identify and appropriately ask for reasonable changes that are barriers for the JC's disability in order to do the task.

Under Title I of the Americans with Disabilities Act (ADA), a reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process. These modifications enable an individual with a disability to have an equal opportunity not only to get a job, but successfully perform their job tasks to the same extent as people without disabilities. The ADA requires reasonable accommodations as they relate to three aspects of employment: 1) ensuring equal opportunity in the application process; 2) enabling a qualified individual with a disability to perform the essential functions of a job; and 3) making it possible for an employee with a disability to enjoy equal benefits and privileges of employment.

Select any newly identified barriers to successful employment:

Attendance: the action or state of going regularly to work or being present at a place or event.

Computer Skills: the ability to interact and perform tasks on an electronic system (e.g. clocking in and out of work; signing onto the computer to check work schedule/payroll, using related software/applications to perform specific work-related tasks; completing online applications/training/assessments; and etc.)

Reading: the act of decoding letters and sentences.

Task Related: activities that are specific to the job that the JC is hired to do.

Punctuality: the fact or quality of being on time.

Appearance: the way that someone looks.

Communication: the imparting or exchanging of information or news.

Reading Comprehension: the ability to understand the meaning of a word and sentences (e.g. following written instructions).

Writing: the manual scribing of letters, numbers, words and sentences (e.g. signing name, making a note on paper, documenting on paper, & etc.)

Transportation: the mode of getting to and from work.

Stamina: mental and physical endurance and the length of time that the JC can work nonstop.

Odor: a distinctive smell that is indicative of poor hygiene (e.g. bad breath, body odor, rotting food at the workstation, & etc.)

Soft Skills: personal attributes that enable someone to interact effectively and harmoniously with other people (e.g. situational awareness, resilience, collaboration, ability to implement feedback, communication skills, teamwork, etc.)

Math: the ability to read numbers, quantity and space.

Co-Worker Interaction: relationships between co-workers, managers, and other employees.

Building Natural Supports: creating a network of people at work who will assist the JC based on the situation that the JC may need help with and to empower the JC with confidence at work.

Self-Advocacy: the ability to appropriately ask for support needed to be successful on the job.

Time Management: Teaching the JC how to use one's time effectively or productively.

Integration of AT: Teaching the JC how to incorporate the use of Assistive Technology (AT) that will assist the JC in overcoming barriers to his/her disability in order to be successful on the job.