

**Services to be Provided to:**

**Name :** Alpha Romeo  
**Address :** 123 Fake Lane, Wonderland, IA 55555

**Return Billing Copy to:**

**Services Provided by:** Sample CRP

**Payee :**  
**Address :** 456 Sample 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.

<u>Authorized Service Description # 1</u>	<u>Start Date</u>	<u>End Date</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Adjustment(+/-)</u>	<u>Total</u>
Job Seeking Skills Training	2/2/26	3/31/26	32 Units	\$10.75		\$344.00
<b>Billing Section</b>	<u>Service Provided Date</u>		<u>Qty Billed</u>	<u>Unit Cost</u>	<u>Total Billed</u>	
To be Completed By Payee :	2/2/26-2/23/26		11 Units	\$10.75	\$ 118.25	

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

<u>Original Authorization Total</u>	<u>(+) Amendment Total To-Date</u>	<u>(-) Cancellation Total To-Date</u>	<u>Current Authorization Total</u>
\$344.00	\$0	\$0	\$118.25

Authorized By : Jack Lantern

Authorized Date: 1/10/2026

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.

Val N. Tino 3/15/26  
Payee Signature (or attach original invoice) Signature Date

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

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

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

## Vocational Assessment/Preparation/Training Services

*This form is initiated by IVRS staff requesting services and completed by a CRP providing the service. Questions below are addressed by CRP staff who add narrative as needed in answering additional questions that may be posed by IVRS. Upon completion of this service, a CRP provides a report that will outline vocational results and recommendations in a team meeting.*

### Job Candidate Information

Client Name: <span style="color: green;">Alpha Romeo</span>	Today's Date: <span style="color: green;">3/15/2026</span>
Member ID: <span style="color: green;">99999-9999</span>	CRP Employment Specialist: <span style="color: green;">Val N. Tino</span>
Address: <span style="color: green;">123 Fake Lane, Wonderland, IA 55555</span>	Case Manager: <span style="color: green;">Chris Mas</span>
Email: <span style="color: green;">AR@fakemail.com</span>	VR Counselor: <span style="color: green;">Jack Lantern</span>
Client Phone #: <span style="color: green;">555-555-5555</span>	

1. What employment service was provided? (Check one only)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Workplace Readiness Assessment</b> | <input type="checkbox"/> <b>Career Exploration</b>       |
| <input type="checkbox"/> <b>Job Seeking Skills Training</b>    | <input type="checkbox"/> <b>Work Adjustment Training</b> |
| <input type="checkbox"/> <b>Job Shadow</b>                     | <input type="checkbox"/> <b>Transportation Training</b>  |

Provide a detailed account of each date of service and rationale for direct service being billed. Administrative activities are not billable. Texts, chats, emails, and voice messages must be preapproved and lumped together. Claims are paid in units. One unit is 15 minutes of service. See the CRP Menu of Services (MOS) Manual for a more detailed explanation for Payment Schedules and Timeframes.

Date of Service	Start - End Time	Units (1 unit = 15 min)	Description/Detail of activities (Summary of job candidate's performance during delivery of this service; supports provided)	Employment Specialist/Job Coach
2/2/26	2pm-3:06pm	4	Met AR at library. Talked about hidden versus public jobs. Visited common on-line job sites like indeed, employer's website/ social media postings, and HR websites like Cerebral. Showed him hidden job postings like the public boards at the library entrance, grocery stores, and posting on business windows/doors/walls. Talked about pro & con to both kinds of postings. AR is not comfortable with hidden jobs. Fears scams.	VNT

2/9/26	2:07pm-2:29pm	1	AR arrived late. He didn't feel good & decided to come last minute. ES thanked AR for coming. Used the time to talk about attitude & health as it related to job seeking and maintaining long term employment. AR decided to leave early and apologized. He did not feel well.	VNT
2/16/26	1:59pm-2:50pm	3	AR arrived early. ES observed AR go on-line to look up employers and navigate to their job posting sites independently. We ended the day going next door to the gun shop and ES observed AR talk to the clerk and ask for a job application. He needed a lot of prompting. He was very nervous, but w/ practice, he should be able to do this on his own. Gave him homework to make list of places to go next week.	VNT
2/23/26	2:22pm-1:59pm	3	AR arrived late again. He forgot his assignment and ran back home to get it. AR was not dressed appropriately (still in his PJs, hair oily, and had a strong body odor). We talked about first impressions & how that impacted employer's perception. AR had a list of two places (Walmart and Frank's Auto Body Shop. We agreed to go to those places next week so he could practice asking for a job and he will be better prepared and groomed.	VNT
<b>Total Units:</b>		11		

2. Did this service result in a job offer and accepted by the JC?  Yes  No

- If yes, CRP is eligible for the Business Services Incentive and a Job Analysis report should be included with the Business Services Incentive claim.

3. CRP recommendations for next steps.

Work on implementing knowledge, skills, confidence and lessons learned to ask Walmart and Frank's Auto Body for a job. Work on hygiene and promptness. AR could benefit from WRA since he has never had a job in the community before. This will also help team understand what services and support he will need to maintain long term success.

CRP Signature: *Val N. Tino*

Date: *3/15/26*

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