

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 : 1234 Sample Street, Lala, IA

**Return Billing Copy to:**

Services Provided by: April Foos  
Payee : Angel Wings  
Address :

Authorization # :  
Case # :  
IVRS Contact : Hal O Ween  
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
PreETS Short Term Paid Work Experience	2/2/26	2/27/26	16 Units	\$19.96		\$319.36
Billing Section	Service Provided Date	Qty Billed	Unit Cost	Total Billed		
To be Completed By Payee :	2/3/26-2/27/26	10	\$19.96	\$ 199.60		

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
\$319.36	\$0	\$119.76	\$199.60

Authorized By : Hal O Ween

Authorized Date: 2/2/2026

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.)

# PreETS Supported Short-Term Paid Work Experience Development for Students: Planning

Job Candidate Name: \_\_\_\_\_

Member ID: \_\_\_\_\_ DOB: \_\_\_\_\_

IVRS Staff: \_\_\_\_\_ Case Manager: \_\_\_\_\_

CRP Staff: \_\_\_\_\_

*If the team determines that the student requires intensive supports to participate in short-term paid work experience, team members complete this form.*

Interest Area(s):

Business/Company Name: \_\_\_\_\_

Location/Address of Business: \_\_\_\_\_

Telephone Number:

Title of Job:

Start Date:

Hours of work shift:

Starting wage:

Hours per week:

Status:  Part-Time

Full-Time

Benefits

Immediate Supervisor's Name: \_\_\_\_\_

Non-negotiable issues:

- 
- 

How will the student get to and from their employment site?

Name of Instructional Trainer (Responsibility of LEA):

Student Responsibility:

Family/Guardian Responsibility:

IVRS Responsibility:

LEA Responsibility:



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## Pre-ETS Supported Short-term Paid Work Experience Development for Students: Monthly Job Development Log

Job Candidate Name: \_\_\_\_\_

Member ID: \_\_\_\_\_

DOB: \_\_\_\_\_

IVRS Staff: \_\_\_\_\_

Case Manager: \_\_\_\_\_

CRP Staff: \_\_\_\_\_

**Code for activities completed**

- Completed Application (CA)
- Application Follow-Up (AFU)
- Interview Skills (IS)
- Interview (I)
- Mock Interview (MI)
- Assistive Technology (AT)
- Career Counseling (CC)
- Employment Preparation/ Training (EPT)
- Resume Building (RB)
- Employer Development (ED)
- Disability Awareness Training (DAT)
- Hiring Event (HE)
- Reasonable Accommodation(s) (RA)
- Other (O)

Date	Start time	End Time	Units (1 unit = 15 min)	Business Name	In Person	By Phone	Virtual	Activity Completed (use code from above) Employer Feed-back/ Outcome
			2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total Units:</b>								

## Pre-ETS Supported Short-term Paid Work Experience Development for Students: Monthly Job Development Log

Job Candidate Name: \_\_\_\_\_

Member ID: \_\_\_\_\_

DOB: \_\_\_\_\_

IVRS Staff: \_\_\_\_\_

Case Manager: \_\_\_\_\_

CRP Staff: \_\_\_\_\_

**Select any newly identified barriers to successful employment:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Attendance      | <input type="checkbox"/> Appearance     | <input type="checkbox"/> Odor  |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Communication  | <input type="checkbox"/> Soft-Skills   |
| <input type="checkbox"/> Reading         | <input type="checkbox"/> Writing        | <input type="checkbox"/> Math  |
| <input type="checkbox"/> Task Related    | <input type="checkbox"/> Transportation | <input type="checkbox"/> Building Natural Supports                             |
| <input type="checkbox"/> Punctuality     | <input type="checkbox"/> Stamina        | <input checked="" type="checkbox"/> Other <u>Clocking in &amp; out of work</u> |

If employment is obtained, complete the following to submit to IVRS with a finalized Job Analysis Form.

Business Name & EIN	Address	Position	Hours per week	Wage/ hr	Start Date

CRP Signature:  Date: 3/1/26

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

## Definitions

### Code for activities completed

Completed Application: the act of filling out a job application and submitting it.

Application Follow-Up: the act of contacting an employer to learn about the next steps and communicating with the JC about it.

Interview Skills: the act of building the JC's ability and confidence to communicate about his/ her ability and desire to do the job.

Interview: oral examination of an applicant for a job.

Mock Interview: practicing oral examination of an applicant for a job.

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

Career Counseling: a systematic discussion with the JC that's aimed at helping the JC determine his/ her strengths, values, and interests in order to make choices that lead to competitive integrated employment.

Employment Preparation/ Training: activities related to increasing the JC's knowledge, skills, abilities, and accessibility to competitive integrated employment (e.g. setting up and doing mock interviews with the JC, review dos and don'ts at interviews, practice filling out applications, practice follow up calls, practice hygiene activities, setting up reminder alarms/ notifications, & etc.).

Resume Building: create a resume that best highlights the JC's strengths. This could be a traditional document, portfolio of pictures, and/ or a video platform.

Employer Development: activities related to supporting Iowa's employers in hiring and retaining the JC in the workforce (e.g. talking with employers about the JC's knowledge, skills, abilities and interests as they relate to the needs of the employer; negotiating tasks on behalf of the JC; help the employer see that the JC can do the job; sell the JC to the employer; and etc.).

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

Hiring Event: a place and time when a group of individuals come together on behalf of their business/ company to recruit human resources (e.g. job fairs, reverse job fairs, recruitment days at the business, industry conventions, and etc.).

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 (e.g. production, quality, quantity, industry standards, & 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.

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.

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