

**Services to be Provided to:**

Name : Sienna Toy  
Address : 123 Fake Lane  
Des Moines, IA 50319

**Return Billing Copy to:**

**Services Provided by:**

Payee : Ida Ho  
Address : 456 Fake CRP Circle  
Des Moines, IA 50319

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
Career Exploration	8/1/2025	10/1/2025	40	\$11.15		\$446.00
Billing Section	Service Provided Date	Qty Billed	Unit Cost	Total Billed		
To be Completed By Payee :	8/2/25-8/24/25	26	\$11.15	\$ 289.90		

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
\$446.00	\$0	\$0	\$289.90

Authorized By : Jack Lantern

Authorized Date: 7/30/2025

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.

Ida Ho

9/30/2025

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.)

## 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: Sienna Toy

Today's Date: 9/30/2025

Member ID: 000-123-4567

CRP Employment Specialist: Ida Ho

Address: 123 Fake Lane, Des Moines, IA 50319

Case Manager: Cali Flo

Email: Sienna.Toy@fakemail.com

VR Counselor: Jack Lantern

Client Phone #: 515-555-9990

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

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Workplace Readiness Assessment</b><br><input type="checkbox"/> <b>Job Seeking Skills Training</b><br><input type="checkbox"/> <b>Job Shadow</b> | <input checked="" type="checkbox"/> <b>Career Exploration</b><br><input type="checkbox"/> <b>Work Adjustment Training</b><br><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
8/2/25	1:00p-2:25p	6	Interviewed pastor, parents and JC for knowledge, skills and interests. JC has never had a real job. She volunteered at church one summer for a bible study to help the teacher with 2nd & 3rd graders and enjoyed it. Reviewed possible careers: door greeter, retail stocker, lobby attendant, restaurant host, receptionist, daycare assistant, & vet assistant. Priorities: Can't make too much money, 10-15 hr/wk, 7am-4pm weekdays only, off last Fri of ea mo, work with people/pref kids under 5 yr old.	Ida Ho

8/9/25	1:00p-2:05p	4	Looked up salaries for local area childcare at ABC Daycare, at Little Bow Wow's and at Superkids, retail helpers at The Super Closet, Walmart and Dollar Tree, and vet assistant at Furry Friends, Smith's Veterinarian, and at Horse Sanctuary. Sienna is most interested in Little Bow Wow's because that's where her cousins go and it's across the street from her home.	Ida Ho
8/16/25	1:05p-2:30p	6	We walked around JC's neighborhood to see all the different businesses within walking distance since she might have to walk to work if her parents aren't able to take her to work or if she misses the bus.  JC would like to learn more about Little Bow Wow's where she can work with kids as a daycare classroom assistant. ES will reach out to them to allow her to go talk to them. We spent the rest of the time coming up w/ ?s to ask them.	Ida Ho
8/23/25	8:30a-10:40a	9	Picked up JC and took her to Little Bow Wow's to talk with the owner. We also observed baby rm, 1 yr old rm, 2-3 yr old rm, 4 yr old rm. She liked the 4 yr old rm best because the kids seemed to follow rules more. Kim the owner is looking for help for all class rms and to clean facility at the end of the day.  We spent the rest of the time discussing what she liked and didn't like. Sienna saw her cousin and did not like that she couldn't just play with her baby cousin, but she understands other kids need her too.	Ida Ho
8/24/25	10:00a-10:20a	1	JC called to let ES know that she really wants to work at Little Bow Wow's so she put in an application. Kim called her and they want to interview her 9/01/25. She is confident to go on her own. We practiced talking about what we learned about her interest and how that will make her a good childcare worker. ES called VR re job dev readiness.	Ida Ho
<b>Total Units:</b>		<b>26</b>		

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.  
JC is ready to apply for jobs. JC will need job coaching to learn job if she gets it, because Kim has not worked with anyone with a disability before and wants to do it right and she does not have time to train JC to the extent that JC will need due to staff shortage.

CRP Signature: *Ida Ho*

Date: *9/30/25*

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