



Date of Staffing:

Job Placement/Support Services Agreement

Referring VRS/C:

VRS/C Phone:

Customer Name:

Customer Phone:

Email Address:

This agreement authorizes the CRP to provide placement services, in conjunction with a current authorization, for services specified in the initial referral form to assist the customer within the vocational goal as outlined below, with regard to the specific positions of interest outlined. Any support requested outside of the specified job types listed must be discussed and approved by the VRC/S prior to providing support. The customer understands that if they request support outside of the job positions as outlined below, they will discuss these interests with their VRC and further approval for job supports outside of the positions listed below will be evaluated. Any supports outside of the vocational goal and specific job types outlined below are not authorized.

Vocational Goal:

Specific Job Type/Title Seeking within the Vocational Goal:

1st Choice:

2nd Choice:

3rd Choice:

4th Choice:

Required Documents

VRC has provided the CRP with required documents appropriate for job support services (resume, cover letter, etc.)

Customer provided list of References (Personal & Professional)

References have been notified and agreed to provide a reference if contacted

Preference for appropriate disclosure of disability has been addressed

Customer Preference for CRP support/communication to employers/potential employers:

Potential accommodations/supports have been addressed or discussed

Explain:

Criminal/Legal History: Misdemeanor Felony N/A

On Probation or Parole: Yes No

Probation/Parole Officer:

Offenses:

Can the customer pass a pre-employment drug screening? Yes No
If no, why not?

Availability to Work

Geographic area they are willing to work in has been identified

Describe:

If seeking employment outside of immediate commutable area, relocation needs and plan is identified

Reliable transportation has been identified and secured

Details:

Reliable child/dependent care identified and secured (if applicable)

Details:

Availability for JSA and Employment has been identified:

Time/Day Shift Availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Part-time hours
Explain:

or

Full-time hours
Explain:

Review prior commitments, obligations, medical procedures/planned vacation/time-off

Explain:

Job Seeking Skills

Interview support needs
Explain:

Job Search Support needs (application, follow-up, etc.)

Applications:

Interview:

Follow-up:

Specific support for job applications needed

Via Networking:

Paper Applications:

Basic Online Applications:

Online Applications with Assessments:

Understands employer-required personality/industry assessments

Needs support with assessments

Explain:

Financial Aspects of Work (wage and benefits discussed):

Wage and benefit expectations discussed

Wage Range Expectations:

Employer Benefits Expectations:

Next Steps:

First Appointment with CRP:

Frequency of meetings/communication with customer:

In-Person:

Virtual/Phone Meetings:

Texting/ E-mail:

Percentage of Job Search to be completed with customer:

Job Search to be completed without customer:

Explore Job Leads

Submit Applications/ Resumes to openings

With customer approval

Without customer approval for specific opening

Schedule Interviews

Customer Signature

Date

VRS/C Signature

Date

By signing this agreement, the CRP agrees to only provide services as outlined within this agreement, and any unauthorized services provided outside of the scope of this agreement are subject to non-payment. It is the CRP's responsibility to request additional hours (if needed) in a timely and proactive manner. No work should be completed without a current authorization for service. It is the responsibility of the CRP to effectively track hours utilized. IDVR will not backdate any authorization due to lack of timely requests by the CRP for additional hours.

CRP Name:

Representative Signature

Date

Total length of the staffing (hours/minutes):