*The following sample report for P/T contract invoicing is provided to aid Vocational Rehabilitation Services Community Rehabilitation Providers and Limited Use Vendors in completing and submitting invoices and the accompanying reports.*

# Pre-ETS Sample Work-Based Learning/Work Experience-Services Report: Amaya Jackson

| **Student’s Name** | **Dates of Service** | **Authorization Dates** | **Referral Source** |
| --- | --- | --- | --- |
| Amaya Jackson | 11/4/22-11/29/22 | 11/1/22-12/31/22 | Shelly Rose |
| **Hours Available on Authorization:** | **Hours Billed:** | **Authorization #:** |  |
| 25: Work Experience-Services | 16.50: Work Experience-Services | 2029193834 |  |

## Summary:

| **Service Date & Time** | **Number of Hours Used and Service Title** | **Description of Services Provided** | **Total Hours to Date** |
| --- | --- | --- | --- |
| 11-4-22 | 1: Work Experience-Services | First Meeting with Amaya, her mom and VRS Pre-ETS Rep. Shelly Rose at Amaya’s home. Amaya’s goal is to find a part-time work experience position where an employer will pay her wages, working about 15 hours per week. She is most interested in retail stocking or basic janitorial/cleaning. She would prefer not to have much contact with customers. A Consent for ROI was signed so placement staff can contact businesses on Amaya’s behalf.  Amaya uses public transportation so the position must be on a bus line. She wants to work afternoons, evenings (no later than 9 pm) and weekends.  A Placement Plan was completed and signed by all parties. | 1 |
| 11-4-22 | 1: Work Experience-Services | 1 hour round trip travel from Pathway to Success offices (1 Main St., St Paul, MN 55101) to Amaya’s home (55025). | 2 |
| 11-9-22 | 2: Work Experience-Services | Met with Amaya at the Lincoln Library. She has a resume that was prepared by her school. Today we applied for stocking jobs at Walmart, Hy-Vee, Menards, TJ Maxx and 5 Below. Amaya was given a handout on interviewing and placement staff went over questions. | 4 |
| 11-9-22 | 1: Work Experience-Services | 1 hour round trip travel from Pathways to Success offices (1 Main St., St Paul, MN 55101) to Lincoln Library (222 Maple St., Americana, MN 55025). | 5 |
| 11-10-22 | 1: Work Experience-Services | I made follow-up calls to applications submitted. Star @ Walmart will be reaching out to Amaya to schedule an interview. TJ Maxx will be checking with the store lead manager and calling placement provider if they are interested. Left a message with Menards and 5 Below. | 6 |
| 11-13-22 | .25: Work Experience-Services | Amaya called that she has an interview scheduled at Walmart on 11-16. She wanted to meet to go over questions. We will meet on 11-15. | 6.25 |
| 11-15-22 | 1: Work Experience-Services | Met with Amaya at Lincoln Library and went over interview questions. She is nervous but excited for her interview at Walmart tomorrow. | 7.25 |
| 11-15-22 | 1: Work Experience-Services | 1 hour round trip travel from Pathways to Success offices (1 Main St., St Paul, MN 55101) to Lincoln Library (222 Maple St., Americana, MN 55025). | 8.25 |
| 11-16-22 | .25: Work Experience-Services | Amaya called. She got the job at Walmart. She will be receiving an e-mail shortly with instructions for background check and drug screen. | 8.50 |
| 11-17-22 | 1: Work Experience-Services | Met with Amaya at Lincoln Library to help her complete on-line background check and drug screen paperwork. | 9.50 |
| 11-15-22 | 1: Work Experience-Services | 1 hour round trip travel from Pathways to Success offices (1 Main St., St Paul, MN 55101) to Lincoln Library (222 Maple St., Americana, MN 55025). | 10.50 |
| 11-20-22 | .25: Work Experience-Services | Amaya called to say that she will start training at the Monticello Walmart on 11-26. She will reach out to me if she has questions about starting her new position. | 10.75 |
| 11-26-22 | 2.25: Work Experience-Services | Met Amaya at her job at Walmart. I introduced myself and my role to her supervisor Scott Smart. Amaya and I watched an introductory video and toured the store. She got her employee ID and was taught how to clock in and out of work. We reviewed her schedule and who to go to for questions. I left when she went to go shadow another stocker, Jim, who will be her on-site paired teammate.  I called Amaya later in the day after she was home. She said that her first day went well. Amaya found her bus stop without any problems. | 13 |
| 11-26-22 | 1.5: Work Experience-Services | 1.5 hours round trip travel from Pathways to Success offices (1 Main St., St Paul, MN 55101) to Springfield Walmart (333 Birch St., Springfield, MN 55056). | 14.50 |
| 11-29-22 | .50: Work Experience-Services | Amaya had her second day of work today. I stopped by half-way through her shift to check in with Amaya and Scott. Amaya was busy working alongside Jim hanging clothes. I asked her if she had any questions, she said no. Scott also indicated that there were no problems, but that he had my number in case something came up.  I updated Jane today as well. I will continue to check in with Amaya in December and problem solve if any issues come up. | 15 |
| 11-29-22 | 1.5: Work Experience-Services | 1.5 hours round trip travel from Pathways to Success offices (1 Main St., St Paul, MN 55101) to Springfield Walmart (333 Birch St., Springfield, MN 55056). | 16.50 |

## TOTALS

Work Experience-Services: 16.50 (8.50 left on authorization through 12/31/22)

## Student Feedback:

I asked Amaya how she felt about her new job. She said she is happy at Walmart. She does not have any concerns, but will call if anything comes up.

## Employer Feedback:

Scott indicated that Amaya is doing well so far. He is fine with me checking in next month.

## Next Steps:

I will continue to check in with Amaya and Scott in December.

| Staff Name and Title: | Walter Crimson, Placement Specialist |
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