



## WDU Monthly Request for Hours

An authorization request for services to be provided to for each WDU customer being served must be submitted to the Counselor/VR-Tech prior to services being provided.

Please submit this request to the Counselor/VR-Tech at least one week prior to the start of scheduled services. (Typically, this will be 1 week before the start of the upcoming month.)

### Instructions

Only request services that are required for the customer to meet their employment goal. Be as accurate as possible when requesting service hours, travel time, and mileage.

1. Provide the customer's name and month and year you are requesting services.
2. List services provided and cost for service hours: (see **EXAMPLE 1** in template below)
3. List transportation costs and total cost per training session:  
Determine how many training sessions you anticipate for the month and the transportation method for each training session (bus, Metro Mobility, rideshare, driver). Enter the maximum amount needed for transportation. (See **EXAMPLE 2** in template below).
  - a. Bus: determine the **total dollar amount** for bus fare anticipated for the month.
  - b. Metro Mobility (MM): determine the **total dollar amount** for MM anticipated for the month.
  - c. Rideshare: determine the **total dollar amount** for Uber/Lyft anticipated for the month.
  - d. Driving or having a driver: determine how many **total miles** expected for the month.
4. Submit request to Counselor: \_\_\_\_\_  
and VR-Tech: \_\_\_\_\_



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Company/Vendor Name: \_\_\_\_\_ Month/Year services provided: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Counselor: \_\_\_\_\_ VR-Tech: \_\_\_\_\_

### Service(s) Provided

Name of Service	# of Hours or Amount	\$ Rate, Flat Fee Amount, or Estimated Max \$ Needed	Total Per Service Line
EXAMPLE 1: Job Coaching w/Lang Diff	10	\$95/hour	\$950.00
EXAMPLE 2: Lyft Reimbursement	N/A	Up to \$200.00	\$200.00
Total \$ of Request:			



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## Progress Update

Briefly describe the services provided and any progress made:

## Next Steps/Goals

Explain why more services are needed/being requested: