# Memo

**To:** VRS Community Rehabilitation Providers and Limited Use Vendors

**From**: Kim Babine, Director of Community Partnerships

**Re**: Invoice and Reporting Requirements

**Date***:* February 15, 2019

*The following information is provided to aid Vocational Rehabilitation Services Community Rehabilitation Providers and Limited Use Vendors in completing and submitting invoices and the accompanying reports. If you have questions please contact Anne Paulson, DEED-VRS Rehabilitation Program Specialist at* [*Anne.Paulson@state.mn.us*](mailto:Anne.Paulson@state.mn.us)*, 651-259-7135.*

# Invoice Requirements

* An invoice submitted to VRS must include the following:
  + Dates of Service: Range of dates is acceptable on the invoice. (This is the dates of service, not the dates of the authorization.) The report must show the actual dates the services were provided.
  + Unique Invoice Number (The number must be unique for each payment. Delineation by number or letter is acceptable.)
  + Work Authorization Number
  + Type of Service
  + Number of Units
  + Cost Per Unit
  + Remit to Address
* An invoice must be submitted within 90 days from the end date of the work authorization. Failure to submit an invoice within 90 days from the end of the work authorization will be considered a material breach of contract and will result in non-payment for that service.
* Invoices cannot contain handwritten information.
* Reports are required with invoices in order for VRS staff to process payment.
* The invoice and accompanying report should be emailed to the email address printed on the specific authorization. The email address will be for the appropriate VR office.
* See sample invoice.

# Report Requirements

* A report submitted to VRS must include the following:
  + A narrative description of the services provided
  + The actual date(s) that services were provided: The report must show the actual dates the services were provided. (This is the dates of service, not the dates of the authorization.) Range of dates is acceptable on the invoice.
  + For hourly services: the number of hours provided on each date
  + For Internships: the number of hours worked on each date
  + For the PBA 1st Milestone: a summary report
* Documentation (phone calls, emails, report writing, case note) time is built into the fee structure and rates, therefore is not billable.
* If the service is not complete a partial report can be submitted for the service(s) provided to date.
* The invoice and accompanying report should be emailed to the email address printed on the specific authorization. The email address will be for the appropriate VR office.
* See sample report.

# VRS P/T Contract Sample Invoice

Pathway to Success

1 Main St

St Paul, MN 55101

651-555-5555

Invoice Number: 18346

Invoice Date: 06/05/2018

Bill To:

Vocational Rehabilitation Services

332 Minnesota St.

St Paul, MN 55101

Participant: Paul Smith

| **Authorization Number** | **Date(s) of Service** | **Description** | **Number of Units** | **Unit Rate** | **Total** |
| --- | --- | --- | --- | --- | --- |
| 5318101111 | 05/10 – 05/18/2018 | Job Seeking Skills Training | 2 Hours | $55.00 | $110.00 |

Total Invoiced: $110.00

# VRS P/T Contract Invoicing Sample Report

### Provider: Pathway to Success

### Service: Job Seeking Skills Training

Participant Name: Paul Smith

### Date of Service: 05/10/18 Hours: 2:30 – 4pm (1.5 hours)

Paul brought a copy of an old resume, we reviewed the contents.

Completed online ONET Interest Profile. Paul’s highest score was Realistic (15), followed by Enterprising (6) and Conventional (4).

Worked on basic job interview questions. In general Paul does a good job answering these. Will continue to work on in upcoming sessions.

Discussed previous jobs:

* Comes from a farming background and is familiar with milking, beef cattle, field work and record keeping
* He likes working outdoors
* Is able to utilize a bobcat and we discussed if he could operate a forklift and he felt like that is something he could do.
* He reported he is a good cook and has worked as a cook in various restaurants. He really enjoyed this type of work. He does not like working in a bar/restaurant at night as he does not like to be around people that are intoxicated.
* Paul like maintenance work and has a good aptitude for this. He would be willing to do some janitorial work.
* Paul left on good terms from Better Brothers and has 2 references from them.

### Date of Service: 05/18/18 Hours: 2:30 – 3pm (0.5 hours)

Paul showed up for our meeting but was very distracted. He reported having to leave early to make another appointment. During our time we continued to discuss applications he recently submitted to Menards and Ace Hardware. Sent Job Interest Preferences home with Paul to complete.