



INVOICE & REPORT

SERVICE DETAILS	
Provider Name	
Individual's Name	
IPE Goal	
Direct Service Staff Name(s) and Initials	
Person Completing Report	
VR Counselor/Coordinator	

Authorization #	
Provider Invoice #	
Bilingual and SAM	
Invoice Date	
Service Start & Service End	
Invoice Total	

Performance Based and Supported Employment Job Development (Tiers) are the preferred fee structures for job development and shall be inclusive of all job search activities including but not limited to activities involving contacting businesses, preparing for interviews, and attending interviews with Participants. Tier I shall be paid upon reaching these deliverables:

- 1) Job Seeking Skills Training (JSST);
- 2) approval of the resume;
- 3) approval of the mock application, if requested;
- 4) registration of the Participant with Ohio Means Jobs (OMJ);
- 5) completion of the Job Development Plan, and;
- 6) the "Kick-Off" meeting.

Date	SAM Level	Narrative	Contact Type	Staff Initials

SERVICE NARRATIVE

SERVICE DETAILS	
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Invoice Date	

Text size will automatically adjust when you tab to the next field. If you need more space for the narrative, please move to the next line and omit the date, SAM Level, Contact Type, and Staff Initials.

Date	SAM Level	Narrative	Contact Type	Staff Initials



JOB DEVELOPMENT PLAN

INSTRUCTIONS: The Job Development Plan should be completed prior to initiation of the job search. Provider and Individual will review/update the Job Development Plan during their meetings but at a minimum of at least every sixty (60) days. The Job Development Plan must include the responsibilities of the Job Developer and Individual, list specific positions and employers that Individual would like to pursue and establish the frequency and method of contacts between Job Developer and Individual.

Providers must submit a copy of the Job Development Plan and an editable version of Individual's resume (e.g. MS Word) with the Tier I Invoice. Providers are also requested to email a copy of the resume directly to the VR Counselor/Coordinator one week prior to the Kick-Off meeting to review and should record the date of the resume approval on the Job Development Plan.

GENERAL INFORMATION	
Individual's Name	
Provider Name	
Job Developer(s) Name(s)	
Counselor/Coordinator Name	
EMPLOYMENT NEEDS (Review "Referral to Community Rehabilitation Program")	
Employment Goal	
Wage Goal/Need	
Hours Goal/Need	
Benefits Goal/Need (e.g. Medical Insurance, etc.)	
Individual's Preferred Employers/Positions	

EMPLOYMENT NEEDS (Review "Referral to Community Rehabilitation Program")Individual's Preferred Job Now
Employers/Positions**POTENTIAL VOCATIONAL BARRIERS
(Review "Referral to Community Rehabilitation Program")**

Transportation Plan (If applicable)

Child/Elder Care Plan (If applicable)

Criminal History

Substance Use History

Other Concerns

CONTACT/MEETING PREFERENCES

Preferred Method(s) of Contact	
Preferred Meeting Location(s)	
Meeting Frequency (Times Per Month)	
Members of Team (If Supported Employment)	
Other Concerns	

JOB SEEKING SKILLS TRAINING

OMJ Registration Verification (Date)	
Resume/Mock Application Reviewed with Individual (Date)	
Resume/Mock Application Approved by VR Counselor/ Coordinator (Date) **editable resume must be submitted with JD Plan & Tier I billing	

JOB SEEKING SKILLS TRAINING

Individual's Self-Assessment of Interviewing Skills

Summary of Job Seeking Skills Training (Including how to address specific barriers e.g. criminal history, gaps in employment, etc.)

Summary of discussion on how to disclose disability and request reasonable accommodations.

JOB SEEKING SKILLS TRAINING

Summary of instruction on how to identify potential job leads (e.g. networking, newspapers, electronic job boards, telephone books, etc.)

Summary of Social Media Discussion

Mock Interview (Summary & Date)

RESPONSIBILITIES

Job Developer Responsibilities

Individual's Responsibilities (e.g.
Individual will identify three potential
employers per week, etc.)

OTHER CONCERNS/INFORMATION

Kick-Off Meeting Date: _____

The Individual named on the Job Development Plan agreed to the Job Development Plan via:

On this Date: _____