



Policy No. 803	Subject: Order of Case Filing
Section: Forms and Case Filing	Revised: 12/2021
Signature: Eric Evans, Bureau Chief	Version: FINAL

1. LEFT SIDE OF FILE

R-4 WIOA Programs, Credentials, Measurable Skills Gains

2. RIGHT SIDE OF FILE

Items in this section are filed in numbered order below.

- a. Cover Sheet (Case History page from IRSS; REQUIRED)
- b. R-412 IVRS Request for Services/Application
- c. R-2 Intake Form
- d. R-3 Information Collection at IPE
- e. Extension of Eligibility Release (283-1390)
- f. R-413 Eligibility Face Sheet
- g. IPE-2's and IPE-3's: case file copies in chronological order of development bottom to top so that the most recent IPE form is always on top.
- h. Options for developing your IPE form (IPE-options)
- i. Extension of Plan Development Release (if needed) (R-556)
- j. Pre-ETS Agreement (not required in hard copy; uploading to IRSS is required)
- k. IPE-1 Applicant's Rights and Responsibilities

3. OTHER EVALUATIVE, PERFORMANCE AND PLACEMENT MATERIALS

Unless otherwise indicated, items in this section are to be filed in the order received or completed, with the newest on top. Releases are to be placed on top of the records received from the request.

Psychological reports including GATB, other interest and aptitude measures, and/or facility evaluations

Audiology reports and records received from medical personnel other than MDs



IOWA VOCATIONAL REHABILITATION SERVICES

Transcripts, class schedules and grade reports (including GED scores and certifications)
Progress Reports
JSST, WOTC, Employer History reports, resumes, references, and other job placement—
preparatory or readiness materials
Criminal History and Background Check materials
Job Readiness Analysis, Menu of Service reports and Supported Employment materials.
OJT Employee and OJT Trainee supporting materials
I9 Materials (kept at the bottom of this section)

4. FINANCIAL PLANNING AND AUTHORIZATIONS

Unless otherwise indicated, all items in this section are to be filed in the order received
or completed, with the newest on top.

Comparable Benefits/Direct Services Worksheet (kept at the top of this section)
IVRS Job Candidate Procurement Approval Worksheet (note: this form was archived as of 10/4/22)
R-450 Official Authorization and Billing Forms
Exception to Policy Forms
ISE Exception to Policy Forms
R-406 Financial Inventory and Participation Worksheet
Calculation Worksheet
Wage Verifications
Financial Aid Forms/Award Letters
Benefits Planning Materials
Computer Purchase Forms
Home Modification Checklist
Vehicle Modification Checklist
Mechanical Evaluation of Vehicle Form
Information related to the Ticket to Work Program
Declaration in Place of Receipts
SSDI/SSI Program Support Materials (SSA-1408, Verifications, etc.)

IOWA VOCATIONAL REHABILITATION SERVICES

510 E. 12TH STREET

DES MOINES, IA 50319

515-281-4211 / 515-281-7645 (FAX) / 1-800-532-1486 (VOICE/TTY)

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5. SELF-EMPLOYMENT PROGRAM

All items in this section are to be filed in the order received or completed, with the newest on top.

ISE Checklist

Orientation Exploration – Is Small Business Right for You?

Can I Really Afford to do This?

Client Financial Implementation Form

Credit Report Instructions

Credit Report Mail-In Form

Documentation of Client Match Items

Income/Offset Disclosure Form

Personal Financial Statement

Personal Budget

Guide: What a Business Plan Should Include

6. CORRESPONDENCE

Unless otherwise indicated, items in this section are to be filed in the order received or completed, with the newest on top.

Subminimum Wage Cover Sheet

All correspondence (not elsewhere assigned a position)

Miscellaneous materials that do not have an assigned position

Documents related to guardianship

Non-medical releases (parents, spouses, schools, etc.)

7. MEDICAL

Unless otherwise indicated, items in this section are to be filed in the order received or completed, with the newest on top. Releases are to be placed on top of the records received from the request.

Health Assessment Questionnaire (R-3) (kept at the top of this section)

Any separate LD and/or TBI review done by DDS Consultant



Any report completed by a medical doctor

Doctor's Statement of Diagnosis

R-407 Medical Releases to MDs

*CDs containing medical information are taped to the back cover of the case file.

Releases should be stapled on top of the records received from the request.

8. OLD CASEFILE MATERIALS

Closed case file placed under this divider or existence is noted if file is too bulky.

Any medical records used for eligibility purposes in the current case should be moved forward to the new case Medical section.