

Customized Employment Service

Job Candidate Name: _____

Member ID: _____ DOB: _____

IVRS Staff: _____ Case Manager: _____

General Information

Business/Company Name: _____

Location/Address of Business: _____

Telephone Number: _____

Starting wage: _____

Title of Job: _____

Normal work shift hours: _____

Start Date: _____

Hours per week: _____

Status: ☐ Part-Time ☐ Full-Time ☐ Benefits

Immediate Supervisor's Name: _____

Employment Specialist's Name: _____

Essential Functions of the job

Please list the duties or responsibilities that are essential functions of this position. Essential job functions are defined as those fixed parts of defined job that cannot be reassigned easily to other workers:

1. _____
2. _____
3. _____
4. _____
5. _____

Unmet Needs of the job

Duties to be performed by the IVRS job candidate to free up time for other employees to carry out the essential functions of the job.

1. _____
2. _____
3. _____
4. _____
5. _____

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Date of Service	Start Time:	End Time:	Unit(s) Claimed (15 min/unit):	Description of activities (include medium provided- in person, phone call, virtual, email, etc.), employer feedback and any progress made by JC to become independent:

CRP Signature: _____ Date: _____

CRP staff submit this form to IVRS with any narrative if needed to document the provision of this service.