This report is to be completed when service is authorized. Report is due **within 3 business days** to Support Services Director after the conclusion of service with the Job Seeker with a detailed summary of **ALL** the elements listed to secure a Phase payment. Not to exceed 30 days from date of DVR Authorization.

**Service Provided - Employment Work Trials and Report**

One work trial is included in the fee collected by the provider in the Employment Assessment. It is expected that with the comprehensive nature of the other components of the Employment Assessment and other information gathered that one work trail will provide enough information to begin a job search. Additional work trials may be provided based on feedback from the consumer wishing to identify an alternate job or to try a job that better matches their skills. The work trial fee includes: selection, set-up, competitive wage/fringe to the consumer, and direct job coaching/observation. If the consumer, counselor and provider feel additional trials are needed; up to two additional 8 hour trials can be authorized by the DVR Counselor. This request needs to include a justification and will not automatically be approved. See fee schedule.

**Required Service Elements:**

* Selection of the placement for the work trial must be done based on the consumer’s stated vocational interest.
* Placement in a community based work trial for at least 8 hours in an integrated setting for which the consumer is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer.

**Required Reporting Elements:**

* Job description, wages, dates/hours worked.
* Name of supervisor, natural support provider, and a detailed description of the supports provided to include dates/hours and type of support (task behavior, sequencing, quality, etc.).
* A list of all employers contacted to set-up possible work trial.
* A description of the type of support needed on the job and strategies to address them including worker traits, time management and ability to follow directions.
* Employer feedback for all stages of interaction.